

Date: .....

To whom it may concern

I have known ..... for ..... years as  
..... (please state relationship - business  
associate, staff member, socially, etc).

I can confirm that he/she is of good character, great integrity, and honesty.

I can confidently recommend him/her as a reliable member of your organisation.

Yours faithfully

Signature: .....

Name: .....

Address: .....

.....

Phone: .....

Email: .....