(Lugar y fecha de emisión de la carta)

(Nombre de la Universidad/Escuela)

(Nombre y Apellidos del emisor de la carta)

(Nombre y Apellidos del receptor de la carta)

(Nombre del cargo del receptor de la carta)

Mr/Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is my privilege to issue this letter of personal recommendation to the citizen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [nombre completo del recomendado (podrías indicar su profesión)] holder of the national identity card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [número de indentificación] with residence at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ indica dirección de habitación del recomendado], whom I have had the honor to know by sight and deal with for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [indicar cantidad de años conociendo al recomendado] years and whom I can attest is an excellent citizen, responsible, supportive, and has maintained at all times an impeccable conduct of solid morals.

I can attest that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (títulación del recomendado y nombre) has exhibited good manners and courteous treatment in every interaction with other members of society that I have witnessed. His high moral standards also prove to be evident in his daily actions, where he performs his assigned tasks well, is a respected member of society, and does good, productive work. For these and many other reasons that I will gladly share with you if you deem it necessary, it is a privilege for me to give you my most complete and complete personal recommendation.

I know that, without a doubt, wherever he may be, he will leave his own good name and mine very high. Please contact us if you want more information.

Sincerely yours,

(Nombre y Apellidos)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Firma)