

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [Mentee's Name] for [specific opportunity, position, or program] as their mentor. I have had the pleasure of working with [Mentee's Name] for [duration] and have witnessed [his/her/their] growth and dedication firsthand.

During this time, [Mentee's Name] has demonstrated exceptional [skills or qualities relevant to the opportunity], particularly in [specific examples]. [He/She/They] has consistently exceeded expectations through [description of projects, tasks, or achievements].

I am confident that [Mentee's Name] would be an asset to your [team/program]. [He/She/They] possesses a strong work ethic, a commitment to learning, and the ability to [additional qualities or skills that are relevant].

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]