

[Your Name]  
[Your Position]  
[Your Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to endorse [Name of the person you are endorsing] for [specific position, program, opportunity, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [your organization or context], where [he/she/they] has demonstrated [mention specific skills, qualities, or contributions].

During [his/her/their] time with us, [Name] has consistently [describe relevant experiences, achievements, and characteristics that support the endorsement]. For example, [provide a specific instance or story that illustrates these attributes].

I firmly believe that [Name] possesses the skills and dedication required to excel in [the position or opportunity]. [He/She/They] would be a valuable asset because [mention any additional reasons or qualifications].

I wholeheartedly recommend [Name] for [position or opportunity] and am confident that [he/she/they] will exceed your expectations. Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Organization]