

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific program, job, or opportunity] at FVTC. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [your relationship to the candidate].

[Paragraph 1: Introduce the candidate, mentioning relevant qualifications and experiences.]

[Paragraph 2: Discuss the candidate's skills, strengths, and notable achievements.]

[Paragraph 3: Provide specific examples that demonstrate the candidate's abilities and character.]

I am confident that [Candidate's Name] will be a valuable addition to your [program/organization]. [He/She/They] has my highest recommendation. Thank you for considering this application. If you have any further questions, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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