

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for [specific program, position, or opportunity] at FVCC. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your relationship to the applicant].

[Begin with a brief introduction of the applicant and your relationship, followed by specific examples of their skills, work ethic, and character. Mention any relevant experiences, achievements, or contributions.]

[Conclude with a strong endorsement of the applicant and your confidence in their abilities, reiterating your recommendation.]

Thank you for considering [Applicant's Name] for this opportunity. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

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