

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for the Licensed Clinical Social Worker (LCSW) position. I have had the pleasure of working with [Candidate's Name] for [duration] at [Organization/Institution] where they served as [Candidate's Position].

During this time, I have been consistently impressed by [his/her/their] dedication to [describe specific areas of work or skills, e.g., client advocacy, mental health assessments, case management]. [Candidate's Name] has demonstrated exceptional [qualities or skills, e.g., interpersonal skills, empathy, clinical judgment] in [specific situations or examples]. One particular instance that stands out is when [describe a specific example of the candidate's work that illustrates their skills or contributions]. This experience highlighted [his/her/their] ability to [skills or attributes], which are invaluable to the role of an LCSW. In addition to [his/her/their] clinical skills, [Candidate's Name] is an excellent collaborator and team member. [He/She/They] work effectively with colleagues and other professionals, fostering a supportive environment for both clients and staff.

I wholeheartedly endorse [Candidate's Name] for the LCSW position. I am confident that [he/she/they] will bring the same level of dedication and skill to your organization as [he/she/they] has to ours. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

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