

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

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

Dear [Recipient Name],

Subject: Endorsement for [Endorsed Person's Name]

I am writing to formally endorse [Endorsed Person's Name] for [specific position, award, project, etc.]. Having worked closely with [him/her/them] for [duration], I have witnessed [his/her/their] exceptional skills and dedication firsthand.

[Endorsed Person's Name] demonstrates [mention specific qualities, skills, or experiences that make them a strong candidate]. [Provide specific examples that illustrate these qualities].

I am confident that [Endorsed Person's Name] will [mention desired outcomes related to the endorsement]. I fully support [his/her/their] candidacy and believe that [he/she/they] would be an outstanding addition to [mention relevant organization or project].

Thank you for considering this endorsement. Please feel free to reach out to me if you need further information or clarification.

Sincerely,

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