

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

Dear [Recipient Name],

I am writing to express my support for [Candidate's Name] as they apply for [specific opportunity or program]. I have had the pleasure of knowing [Candidate's Name] for [duration] in the capacity of [your relationship to the candidate] and can attest to their [mention key qualities, skills, or experiences].

Throughout our time together, [Candidate's Name] has demonstrated [describe specific attributes, achievements, or initiatives]. For example, [provide a specific instance or anecdote that highlights these qualities].

I believe that [Candidate's Name] would be an excellent addition to [program or role] because [reason why they would excel]. Their [mention any relevant skills, experiences or qualities], will enable them to [explain potential contributions or impact].

Please feel free to contact me at [your phone number or email] if you require any further information or insights regarding [Candidate's Name]. Thank you for considering this application. I wholeheartedly support [Candidate's Name] and look forward to the positive impact they will undoubtedly make.

Sincerely,

[Your Name]

[Your Title/Position] (if applicable)

[Your Organization] (if applicable)