

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Mentor's Name] as an outstanding mentor and resource in [specific area or field]. During my time working with [him/her/them], I have been greatly impressed by their [specific skills, qualities, or experiences].

Throughout our mentorship, [Mentor's Name] has consistently demonstrated [specific examples of their mentorship style, such as guidance, support, etc.]. Their ability to [specific trait or skill] truly sets them apart as a mentor.

One particularly impactful moment was when [specific example of a situation where the mentor made a difference]. This experience not only helped me [specific outcome], but it also highlighted [Mentor's Name]'s dedication to fostering growth in those they mentor.

I am confident that [Mentor's Name] will continue to positively influence others with their expertise and passion for [specific area]. I highly recommend them without reservation.

Thank you for considering this recommendation.

Sincerely,
[Your Name]