

**\*\*Endorsement Letter Outline for PNP Candidates\*\***

**1. \*\*Header\*\***

- Your Name
- Your Position/Title
- Organization/Agency Name
- Address
- City, State, Zip Code
- Email Address
- Phone Number
- Date

**2. \*\*Recipient Information\*\***

- Recipient Name
- Recipient Title
- Department/Agency Name
- Address
- City, State, Zip Code

**3. \*\*Salutation\*\***

- Dear [Recipient Name],

**4. \*\*Introduction\*\***

- Brief introduction of yourself and your organization.
- Purpose of the letter: to endorse [Candidate's Name] for the PNP position.

**5. \*\*Candidate's Background\*\***

- Brief overview of the candidate's qualifications, experience, and relevant skills.
- Highlight key achievements or contributions in the community or previous roles.

**6. \*\*Endorsement Statement\*\***

- Explicitly state your endorsement of the candidate.
- Include specific reasons for your support.

**7. \*\*Impact of Endorsement\*\***

- Discuss potential positive impact of the candidate's leadership on the community or organization.
- Mention alignment with values or goals of your organization.

**8. \*\*Conclusion\*\***

- Reiterate your support.
- Offer to provide further information or discuss your endorsement in more detail.
- Thank the recipient for their consideration.

**9. \*\*Closing\*\***

- Sincerely,
- [Your Name]
- [Your Title]
- [Organization/Agency Name]

**10. \*\*Enclosures (if any)\*\***

- Resume of the candidate
- Recommendations or additional documents