

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

[Recipient Name]
[Recipient's Title]
[Organization/Company Name]
[Organization/Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally endorse [Name of the Individual] for [specific qualification or opportunity] based on my experience working with them at [Your Organization/Company or context of relationship].

[Briefly describe your relationship with the individual and how long you have known them.]

During this time, I have observed [his/her/their] exceptional skills in [specific skills or areas]. [Provide specific examples of their accomplishments, contributions, or attributes that demonstrate their qualifications.]

I believe that [Name] possesses the dedication and expertise necessary to excel in [specific qualification or opportunity]. I wholeheartedly endorse [him/her/them] and confident that [he/she/they] will bring [positive attributes] to [the program, organization, or opportunity].

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

Sincerely,

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