

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for the position of [Position Title] at [Organization Name]. As [his/her/their] supervisor at [Your Organization] for [duration], I have witnessed [his/her/their] dedication, compassion, and effectiveness in addressing the needs of our clients.

During [his/her/their] time with us, [Candidate's Name] has demonstrated exceptional skills in case management, crisis intervention, and advocacy. [He/She/They] consistently approaches each case with empathy and understanding, ensuring that clients feel heard and supported.

One of [Candidate's Name]'s most notable accomplishments was [specific example]. This not only improved the immediate circumstances for the client but also highlighted [his/her/their] ability to collaborate effectively with other service providers.

[Candidate's Name] possesses excellent communication skills, both verbal and written, and is adept at navigating complex social systems.

[He/She/They] remains calm and focused under pressure, ensuring that [he/she/they] can provide the best possible outcomes for clients in crisis situations.

I have no doubt that [Candidate's Name] will bring the same level of commitment and expertise to your organization as [he/she/they] demonstrated with us. I wholeheartedly recommend [him/her/them] for this opportunity and am confident that [he/she/they] will make a positive impact at [Organization Name].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any more information or specific examples of [Candidate's Name]'s work.

Sincerely,

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