

[Your Name]
[Your Position/Title]
[Your Organization/Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position/Title]
[Recipient's Organization/Institution]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Introduction
- State your relationship with the candidate.
- Mention the purpose of the letter.
Body Paragraph 1: Qualifications
- Describe the candidate's skills and qualifications.
- Provide specific examples of achievements.
Body Paragraph 2: Abilities and Charisma
- Discuss the candidate's personal qualities and character.
- Highlight any relevant experiences or situations demonstrating these traits.
Body Paragraph 3: Contribution and Impact
- Explain how the candidate has made a positive impact in your organization or community.
- Include any relevant metrics or outcomes if applicable.
Conclusion
- Reiterate your strong recommendation for the candidate.
- Offer to provide additional information if needed.
- Provide your contact information again.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position/Title]
[Your Organization/Institution]