

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

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

Dear [Recipient Name],

1. ****Introduction****

- State your purpose for writing the letter.
- Introduce yourself and your relationship to the mentor.

2. ****Background of the Mentor****

- Provide a brief overview of the mentor's professional background.
- Highlight relevant accomplishments or qualifications.

3. ****Mentorship Experience****

- Describe specific examples of how the mentor has positively impacted you or others.
- Discuss the skills, knowledge, and support they provided.

4. ****Personal Qualities****

- Share insights on the mentor's character traits and work ethic.
- Emphasize qualities such as dedication, compassion, and leadership.

5. ****Conclusion****

- Summarize your strong endorsement of the mentor.
- Offer to provide additional information if needed.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position, if applicable]