

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

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

Dear [Recipient's Name],

I am writing to formally endorse [YXX] for [specific purpose, e.g., a position, award, program]. I have had the pleasure of knowing and working with [YXX] for [duration], during which time I have witnessed [his/her/their] exceptional skills and dedication.

[YXX] has demonstrated [specific skills or qualities] that make [him/her/them] an ideal candidate for [specific purpose]. [Provide specific examples or experiences that illustrate these qualities.]

I wholeheartedly believe that [YXX] will bring [specific attributes or skills] to [platform, position, organization, etc.], and I strongly recommend [him/her/them] without reservation.

Thank you for considering this endorsement. If you require any further information, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]