

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

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for the Licensed Vocational Nurse (LVN) program at [Institution/Organization Name]. As [his/her/their] [relationship to the applicant, e.g., instructor, supervisor], I have had the pleasure of observing [his/her/their] growth and dedication within the field of nursing.

[Paragraph 1: Describe the applicant's relevant skills, experiences, and attributes. Mention specific examples that demonstrate their abilities and commitment to nursing.]

[Paragraph 2: Discuss the applicant's interpersonal skills, work ethic, and ability to work well with others. Highlight any teamwork experiences or leadership qualities.]

[Paragraph 3: Conclude with a strong statement of recommendation, expressing your confidence in the applicant's potential to excel in the LVN program and within the nursing profession.]

Thank you for considering [Applicant's Name] for this opportunity. I am confident that [he/she/they] will make a significant contribution to your program and to the nursing community. Please feel free to contact me at [your phone number or email] if you have any further questions.

Sincerely,

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