

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Mentee's Name] for [specific opportunity, program, position, etc.]. As [his/her/their] mentor during [duration of mentorship], I have had the pleasure of witnessing [his/her/their] growth and dedication firsthand.

[Mentee's Name] has consistently demonstrated [key skills/qualities, e.g., leadership, initiative, analytical skills], which set [him/her/them] apart from [his/her/their] peers. [Include specific example of a project or achievement that highlights these skills]. In addition to [his/her/their] professional capabilities, [Mentee's Name] possesses [personal traits, e.g., integrity, enthusiasm, strong work ethic] that make [him/her/them] a joy to work with and an asset to any team. [Provide another example or anecdote that illustrates these traits].

I am confident that [Mentee's Name] will bring the same level of passion and commitment to [the opportunity] as [he/she/they] has shown during our time together. I wholeheartedly support [his/her/their] application and am excited to see [his/her/their] future successes.

If you require any further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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