

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific opportunity, position, or program] at [Recipient's Organization Name]. As [your position] at [Nonprofit Organization Name], I have had the pleasure of working with [Candidate's Name] for [duration] and have consistently been impressed by [his/her/their] dedication, skills, and passion for [specific cause or field].

[Paragraph providing details about the candidate's qualifications, contributions, and impact within the nonprofit organization. Include specific examples of their work, attributes, and any relevant skills.]
In addition to [his/her/their] expertise, [Candidate's Name] is a natural leader who inspires those around [him/her/them]. [Provide an example reflecting leadership, teamwork, or community engagement.]

I firmly believe that [Candidate's Name] would be an asset to your organization and would excel in [specific role/opportunity]. I strongly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Thank you for considering this recommendation.

Sincerely,

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