Your Address

Address

Address

telephone and email

(Addressee address)

Date

Dear (Title and name): or To whom it may concern:

My name is (first and last name) and I have known the (Name of Recommendation) for (number) years. S/He has worked with/for me as a (job title) at (organization name), where I am the (position title). In my position, which I have held for (number) years.

I am writing to recommend that you consider (name of recommended) for your (position, etc). In all my years of experience, some individuals stand out for their great qualities and (insert name of recommended) is one of those people. S/He is well known for her/his (insert personality qualities: intelligence, work ethic, positive attitude, teamwork mentality, leadership, diligence, etc). S/He is well respected throughout the organization for (something specific about recommended - being the "go-to" person for a certain skill, for getting things done, for meeting short deadlines, for accomplishing a task, etc).

Throughout the time I've know him/her, s/he has shown me time and again that s/he is a positive, motivated leader with amazing potential.During her/his time here, s/he played an important role in (project - organizing a fundraiser, volunteering on the staff, designing the web site, gaining accolades for the organization, invigorating the volunteer program, etc). In fact, s/he was so affective in this organization that (insert accomplishment). Add more details about something they've done. Use more than one paragraph if necessary.

In summation, due to her/his great attitude, dedication and excellent potential, I would heartily recommend that you accept (name of recommended) for the (position). I am sure that s/he would not let you down and would be as great an asset to your team as s/he has been to mine.

Please don't hesitate to contact me if I can be of further assistance. I can be reached at (organization or

personal phone number) or at (preferably organization email).

Sincerely,

Your name

Position title (i.e.: St Anne's Church council president, Feed the Hungry vice president or Red Cross volunteer coordinator, etc)