[Name]

[Street Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient’s Name]

[Recipient’s Title]

[Company/Business]

[Street Address]

[City, State, Zip Code]

Dear [Recipient’s Name]:

[Brief intro paragraph – short paragraph about yourself and the purpose of the letter]

[Paragraph #2 – Explain how you know and what your relationship is with the person that is the subject of the letter of recommendation. Outline duties, positions, responsibilities held by the person. Include employment dates]

[Paragraph #3 - Add a paragraph recommending the individual and the reasons behind your recommendation. Explain why they are qualified]

[Paragraph #4 – Wrap up your recommendation and provide contact information in the event the recipient would like further information]

Respectfully Yours,

[Signature]

[Name Typed]

[Title/Position]