

Advocacy Letter for Job Applicant

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to advocate for [Applicant's Name] for the [Job Title] position at [Company Name]. I have had the pleasure of knowing [Applicant's Name] for [duration] and have been consistently impressed by [his/her/their] abilities and dedication.

[Insert specific examples of the applicant's qualifications, skills, and experiences that make them a good fit for the job.]

I genuinely believe that [Applicant's Name] would be a valuable addition to your team and contribute positively to your organization's goals. I highly recommend [him/her/them] for this position.

Thank you for considering this strong candidate. I am available for further discussion should you require.

Sincerely,

[Your Name]