

Letter of Recommendation

Date: [Insert Date]

To Whom It May Concern,

I am writing to highly recommend [Name of Individual] for their dedication and proficiency in developing alternative format resources. I have had the pleasure of working with [him/her/them] for [duration] at [Institution/Organization Name], and I have been consistently impressed by [his/her/their] skills and commitment.

[Name] has demonstrated exceptional expertise in creating materials that are accessible to individuals with diverse needs. [He/She/They] has [describe specific projects or contributions], which have significantly improved the accessibility of our resources.

Furthermore, [he/she/they] possesses a strong understanding of best practices regarding alternative formats, including [mention specific formats, e.g., braille, large print, audio, etc.], ensuring that all materials are compliant with relevant accessibility standards.

I am confident that [Name] will bring the same level of enthusiasm and expertise to any opportunity [he/she/they] pursues. I wholeheartedly recommend [him/her/them] for any position that involves alternative format resources.

Thank you for considering this recommendation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization Name]

[Your Contact Information]