

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to provide a professional reference for [Candidate's Name], who is applying for the social work fellowship at [Fellowship Organization's Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where I serve as [Your Position].

[Candidate's Name] has consistently demonstrated a profound commitment to social work principles and practices, displaying both professionalism and empathy in their interactions with clients and colleagues alike. Their ability to advocate for those in need while fostering strong relationships has been an asset to our team.

During their time with us, [Candidate's Name] took the initiative to [specific example of their contributions or achievements]. Their dedication to [mention any relevant skills or qualities] is evident in the quality of their work and the positive feedback from clients and peers.

I strongly believe that [Candidate's Name] would be an excellent addition to your fellowship program. They are not only passionate about advancing their skills in social work but are also committed to making a meaningful impact on the lives they touch.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information regarding [Candidate's Name].

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Position]