

# Letter of Recommendation for Program Extension

Date: [Insert Date]

To Whom It May Concern,

I am writing to wholeheartedly recommend [Recipient's Name] for the extension of their program at [Social Service Agency Name]. As [his/her/their] [position, e.g., supervisor, colleague], I have had the pleasure of working with [him/her/them] for [duration] and can attest to [his/her/their] exceptional commitment and contributions to our community.

[Recipient's Name] has consistently demonstrated [specific skills or qualities, e.g., compassion, leadership, dedication] during [his/her/their] time with us. [He/She/They] has successfully [specific achievements or responsibilities], positively impacting the lives of those we serve.

Extending [Recipient's Name]'s program would not only benefit [him/her/them] but also our community, as [his/her/their] skills and passion are invaluable. I have no doubt that [he/she/they] will continue to excel and inspire others.

Thank you for considering this recommendation. Should you require any further information, please feel free to contact me at [your contact information].

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]