

Advocacy Letter for [Applicant's Name]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to advocate for [Applicant's Name] who is applying for [specific program, position, scholarship, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization or context of your relationship].

[Applicant's Name] has demonstrated exceptional skills in [mention specific skills/qualities]. [He/She/They] have [provide examples of achievements or contributions]. These experiences clearly show that [he/she/they] is well-prepared for the challenges associated with [the program/position].

I wholeheartedly support [Applicant's Name]'s application and believe that [he/she/they] will contribute positively to [Recipient's Organization, program, etc.]. If you require any further information or specifics about [Applicant's Name], please feel free to contact me at [your phone number] or [your email].

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]