

# Advocacy Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my strong support for my colleague, [Colleague's Name], who is seeking [specific position, opportunity, or recognition]. As a [Your Position/Relationship to Colleague], I have had the privilege of working closely with [Colleague's Name] and have consistently been impressed by their [specific attributes or achievements].

[Colleague's Name] has demonstrated exceptional [skills, qualities, or contributions], making them an invaluable asset to our team and the organization. Their dedication to [specific project or initiative] has significantly impacted our goals and objectives.

It is for these reasons that I advocate for [Colleague's Name] and urge you to consider their qualifications seriously. I am confident that they will bring the same level of commitment and excellence to [the new opportunity or position].

Thank you for your time and consideration. Please feel free to contact me if you need any further information regarding [Colleague's Name]'s accomplishments or qualifications.

Best regards,

[Your Name]

[Your Position]

[Your Organization]