

Letter of Recommendation

Date: [Insert Date]

To Whom It May Concern,

I am writing to recommend [Name of Recommended Person] for the non-profit leadership role at [Name of Non-Profit Organization]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship, e.g., supervisor, colleague, mentor] at [Organization Name].

[Name] has consistently demonstrated exemplary leadership qualities, such as [list specific qualities, e.g., vision, empathy, and commitment]. [He/She/They] led [specific project or initiative] which resulted in [specific outcome or achievement]. This experience showcased not only [his/her/their] ability to manage resources effectively but also to inspire and rally teams towards a common goal.

In addition to [his/her/their] professional capabilities, I have been continually impressed by [his/her/their] dedication to [cause or mission related to the non-profit]. [He/She/They] passionately advocates for [specific community or issue], always going above and beyond to ensure that [his/her/their] contributions have a lasting impact.

I am confident that [Name] will bring the same level of enthusiasm and dedication to [Name of Non-Profit Organization] that [he/she/they] has shown in [his/her/their] previous roles. [He/She/They] would be a tremendous asset to your team and make a meaningful impact in the lives of those [the organization serves].

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

Sincerely,

[Your Name]
[Your Title]
[Your Organization]