

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to express my strong support for the appointment of [Candidate's Name] as the new Chair of the [Department Name]. Having worked alongside [him/her/they] for [number] years, I have witnessed firsthand [Candidate's Name]'s exceptional leadership qualities, commitment to excellence, and dedication to our students and faculty.

[Candidate's Name] has consistently demonstrated a clear vision for the future of our department, and [his/her/their] collaborative approach has fostered a positive and inclusive environment. Under [his/her/their] guidance, I believe our department can continue to thrive and make significant contributions to the [area of study/field].

I wholeheartedly endorse [Candidate's Name] for this role and am confident that [he/she/they] will excel as our new Department Chair.

Thank you for considering my recommendation.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]