

Date MM/DD/YYYY

To Whom It May Concern,

Body of letter. Letter should include the length of time author has known the person. Topics that may be featured can include how hardworking the person is, examples of the person's integrity, the positive impact the person has on people's lives, the person's contributions to the local community (i.e. community service.)

Sincerely,  
First and Last Name  
Job Title/Position  
Mailing Address  
Email  
Phone Number