TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Fraternity Recommendation Letter

Dear **[NAME]**

It is with great enthusiasm that I humbly submit this letter to recommend to you **[APPLICANT’S NAME]** as he applies for membership in our fraternal house.

I’ve known **[APPLICANT]** for  **[#]** years and we’ve also **[DESCRIBE WHAT BROUGHT YOU TOGETHER WITH THE APPLICANT, SUCH AS LIVING IN THE SAME AREA, TAKING THE SAME CLASS, ETC]**. I’ve been a member of **[NAME OF THE FRATERNITY]** for **[TIME]**, and I’m confident she’ll/he’ll be a valuable addition to our fraternity.

**[APPLICANT’S NAME]** possesses qualifications and attributes that I believe will make him an excellent member of our team. This encompasses but is not limited to the following: **[DESCRIBE THE APPLICANT’S DISTINCT CHARACTERISTICS AND ACCOMPLISHMENTS THAT QUALIFY HIM FOR MEMBERSHIP, AND HIGHLIGHT ANY SPECIFIC INSTANCES WHERE A CANDIDATE’S AMBITION, DILIGENCE, CHARITY, ACADEMIC PROWESS, OR COMMUNITY INVOLVEMENT CAN BE SHOWN.]**

e.g.  **[APPLICANT]**  is social, outgoing, and enjoyable to be around, and she/he clearly understands how to strike a balance between having fun and working on his/her career.

Although she spends a lot of time in the library studying to gain a thorough understanding of human behaviour, she also spends time volunteering at the Outreach Children’s Home to assist the children in finding loving adoptive parents.

 **[APPLICANT]** is a remarkable young man of impeccable integrity.

etc.

I wholeheartedly recommend him/her for admission into our fraternity.

If you require further details, don’t hesitate to get in touch with me at **[EMAIL]** or **[PHONE]**.

Sincerely