TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Fraternity Recommendation Letter

Dear **[WRITE THE NAME OF THE FRATERNITY MEMBER]**,

I can’t think of anybody that I would recommend more as a new fraternal brother than **[WRITE THE APPLICANT’S NAME]** Back in **[NAME OF THE STATE AND CITY HERE]**, **[WRITE THE APPLICANT’S NAME]** and I were neighbors and went to the same high school. While visiting my home over the break, I ran into **[WRITE THE APPLICANT’S NAME]** and he told me that he was transferring here to study  **[NAME OF THE SUBJECT]** and that he’d been thinking about joining our fraternity.

**[WRITE THE APPLICANT’S NAME]** was always a popular guy during his school years. He was a star of the school basketball team and was always a top student in all of his classes. Although we have not met for a while, I believe that he is a perfect candidate for our fraternity. **[WRITE THE APPLICANT’S NAME]** told me that he’s been playing point guard for the **[NAME OF THE COLLEGE HERE]** basketball team and he’s still top of the class.

**[WRITE THE APPLICANT’S NAME]** is a fun guy to be around, and he clearly knows how to balance having a good time with having a clear focus on studying. His popularity at school and in sports makes him a very wanted company for his peers and shows him as a very hard-working person.

I do not doubt that our fraternity will be better off with **[WRITE THE APPLICANT’S NAME]** as a member. Please let me know if you have any questions or need other specific information.

Thank you for your time.