TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Fraternity recommendation letter

Dear Mr. Green

It is with great enthusiasm that I humbly submit this letter to recommend to you James McCain as he applies for membership in our fraternal house.

I’ve known James McCain for three years, and we took the same class at ABC University’s Psychology of Human Behavior program. McCain will be an asset to our Omega Fraternity House, of which I have been a member for three years.

James McCain offers skills and qualities that, in my opinion, will make him a valuable part of our team. This includes the following, but is not limited to:

* James McCain is cheerful, outgoing, and fun to be around. He also clearly knows how to balance having a good time with advancing his profession.
* He devotes a lot of time to researching in the library to develop a deep grasp of human nature, but he also volunteers at the Outreach Children’s Home to help the kids find loving adoptive parents.
* James McCain is a terrific young guy with unwavering moral character.

I strongly recommend him for membership in our fraternity.

If you require any additional information, please contact me at the aforementioned phone number or email address.

Sincerely

**[Signature]**

Marry McMillan