TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter of Support

To Whom It May Concern:

I am writing in support of **[applicant's name]** candidacy for **[opportunity]**. I believe this **[individual or organization]**  is an exceptional candidate for this opportunity because **[list of primary reasons]**.

First, **[candidate]** demonstrates the quality of [characteristic] by **[example or anecdote of this quality in action]**. This will benefit your organization by **[the benefit of this quality]**.

Moreover, this candidate is highly qualified for [opportunity] because **[second characteristic]**. For example, they **[anecdote or evidence of this quality in action]**. This will help your organization by **[benefit to the reader]**.

Finally, **[candidate]** will surely exceed your expectations in **[opportunity]** because **[third quality]**, as evidenced by their **[anecdote or evidence of this quality].** This will certainly provide **[the benefit of this quality to the organization]**.

For these reasons, I strongly support selecting **[candidate]** for **[opportunity]**. If you have any further questions about their qualifications, please don't hesitate to let me know. I can be reached at **[contact info]**.

Sincerely,

**[Signature]**

**[Sender's name]**