TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub**: Fraternity Letter of Recommendation

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 **[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.

**[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. **[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.

**[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 **[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.

Best Regards,

**[Your signature]**

**[Your Name]**