

**RECOMMENDATION LETTER TEMPLATE**

Date

Your Name

Your Company Name

Street Address

City, ST ZIP Code

Leadership Southern Maryland

44425 Airport Road Suite 220

California, MD 20619

Dear Leadership Southern Maryland:

I write to recommend **Candidate Name** to the LSM Executive Program.

**Candidate Name** …. **[**Executive leadership position. Overall professional background and level of accomplishments. Explain how they exhibit the characteristics of the LSM mission?]

**Candidate Name** is … [Describe qualities and character.Do they have a diverse skill set and leadership experience? Do they bring a diverse perspective and unique skills and experience to broaden the program? Will they bring engaging conversations and perspectives to their classmates and be an active Alumnus?]

In addition, **Candidate Name** serves the Southern Maryland community by … [What is their level of civic involvement and motivation to serve the community? Will they be a valuable player in the community after completing the LSM Executive Program? Ability/interest to contribute to the program or support LSM after graduation?] **Candidate Name** volunteer service with … [List volunteer organizations] is/are an excellent case in point.

If you would like additional information about **Candidate Name**, please contact me at any time at [Your email address and phone number.]

Sincerely,

Your Name

Title, Organization