

[Letter Date]

[Recipients Name]

[Address line 1]

[Address line 2]

[State, ZIP Code]

Dear [Recipient's Name],

Good day. My name is Candice Land and I am writing to recommend my sister Carrie Lane for acceptance into your Summer Animal Support Program.

Carrie has always loved animals. In high school, she would take home stray pets and take care of them. She would even use her online social network to look for adoptive owners for the pets. In university, and in her full time job as a communications manager, she has displayed the same care and diligence.

It is because of these qualities that I highly recommend my sister Carrie Lane. I believe she will contribute so much to your animal welfare cause.

Sincerely,

[Senders Name]

[Senders Title] - Optional

[Enclosures: number] -Optional-