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| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

Josh Smith

American Medical Group

1234 Main St.

Minneapolis, MN 12345

555-555-5555

joshsmith@email.com

[Date]

Dear Josh,

I'm writing to recommend Kyle Moore for the position of registered nurse with American Medical Group. As the executive director of Three Oaks Nursing Home, I supervised Kyle in his role as care assistant for three years. Throughout my time with Kyle, I witnessed the strength and effectiveness of his work ethic, communication skills and compassion for our residents, and I believe these qualities would make him an asset to your team.

Since Kyle's first day as a volunteer with Three Oaks Nursing Home, he's demonstrated his motivation to learn and succeed consistently. Within weeks, Kyle developed a friendship with Margot, a resident whose family lives in another state. Kyle recognized Margot was lonely and made conversation with her. He learned that she'd always enjoyed reading, but her poor eyesight now prevented her from doing reading. Kyle began bringing in books by some of Margot's favorite authors to read to her during meal times.

When he ended his time as a volunteer with us, Kyle had also mastered the software we use for resident management. He'd also learned the routines and basic needs of many of our residents so he could assist them and advocate for them when they had trouble communicating with us and their medical teams.

I feel confident that Kyle would benefit your organization as he's benefited ours, and I'm honored to recommend him for the registered nurse position. If you'd like more specific examples or details, please contact me at 111-111-1111 or suziejones@email.com.

Regards,

Suzie Jones

Executive director

Three Oaks Nursing Home