[Recipient name]
[Company name]
[Street Address]
[City, State Zip Code]

[Insert date]

Dear [Insert recipient name]:

I have been a close friend and business associate of Alonzo Garcia for more than four years. We've worked together and planned activities on such volunteer projects as our employer's United Way Campaign, the ALS Walk for Hope and the Everybody Wins reading mentorship program.

Alonzo has a generous spirit and is a loyal, positive individual. He's also a ‘go-to’ colleague in our office; people continually turn to him for extra help both personally and professionally. His strong work ethic has helped him achieve numerous successes in his career, but he still makes time to take his grandmother to dinner every Sunday, saying she's the reason he remembers ‘where he came from.’ That's a quality I've always admired. I trust him completely because, frankly, he's never let me down. We also laugh together- a lot!

For all these reasons, I highly recommend Alonzo for the Big Brothers Big Sisters mentoring program. Please call me if you need more information.

Sincerely,

[Signature]

[Your name, title]