

[Your Name]
[Your Job Title/Position]
[Your Company/Organization]
[Your Phone Number]
[Your Email Address]

[Date]

[Union Name]
[Local Chapter Number]
[Apprenticeship Committee Address]
[City, State, Zip Code]

Subject: Recommendation for [Candidate Name] for the [Trade Name] Apprenticeship Program

To the Joint Apprenticeship and Training Committee,

It is my pleasure to recommend [Candidate Name] for the [Trade Name] apprenticeship program with [Union Name/Local Number]. I have known [Candidate Name] for [Number] years in my capacity as [Your Relationship to Candidate, e.g., Supervisor, Instructor, Colleague].

During our time working together, I have observed [Candidate Name]'s strong work ethic and mechanical aptitude. They have consistently demonstrated a commitment to safety, punctuality, and high-quality workmanship. Specifically, [Candidate Name] excels at [mention a specific skill, e.g., troubleshooting, following blueprints, or physical labor], which I believe makes them an ideal candidate for a career in the organized trades.

[Candidate Name] possesses the "grit" and reliability required for a demanding apprenticeship. They are a quick learner who takes direction well and works effectively both independently and as part of a crew. Their professional attitude and respect for the craft align perfectly with the values of [Union Name].

I am confident that [Candidate Name] will be a valuable asset to your union and will complete the apprenticeship program with distinction. I give them my highest recommendation without reservation.

Sincerely,

[Your Signature]

[Your Printed Name]