

[Your Name]
[Your Title]
[Your Organization]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Organization Address]

Dear [Recipient Name],

It is my pleasure to recommend [Candidate Name] for the position of Diversity and Inclusion (D&I) Training Coordinator at [Recipient Organization]. As [Your Title] at [Your Organization], I have supervised [Candidate Name] for [Number] years and have witnessed their dedication to fostering equitable workplace environments.

During their tenure, [Candidate Name] was responsible for designing and delivering comprehensive training modules on topics such as unconscious bias, cultural competency, and inclusive leadership. They possess a unique ability to facilitate difficult conversations with empathy and professionalism, ensuring that employees at all levels feel heard and respected.

One of [Candidate Name]'s most significant achievements was [mention a specific project or achievement, e.g., increasing participation in D&I workshops by 40%]. They are not only an expert in educational methodologies but also a strategic thinker who understands how diversity initiatives align with broader business goals.

I am confident that [Candidate Name] will be a valuable asset to your team and will help drive meaningful change within your organization. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]