Sender' Name Sender's Address Sender's Contact

Date: Receiver's Name Receiver's Address Receiver's Contact

Dear [Employer/Landlord/Colleague],

I am writing to highly recommend [Name] for [position/housing/etc.]. I have known [Name] for [number of years] and have had the opportunity to witness their character and commitment to turning their life around after a struggle with drug addiction.

Since getting into rehabilitation, [Name] has been intent on getting treatment for support with maintaining sobriety. They have regularly attended classes and have been proactive in seeking to find further support, such as treatment and recovery groups.

[Name] has maintained a great reputation in the community. In addition to being committed to their ongoing rehabilitation, they have also personified the ideal qualities of a dedicated and reliable individual during their time at rehab. I am confident that [Name] is dedicated to living a purposeful and sober life, and will be a beneficial asset to any individuals or groups they are a part of. I wholeheartedly support [Name] for [the position etc.] and fervently feel that they are going to be a wonderful addition to your firm. Sincerely, [Your Name]