

Date MM/DD/YYYY

Addressee's name and address

RE: Letter of Recommendation

for Jane Doe

To Whom It May Concern:

Jane Doe has been a long-standing member of [Church] for approximately [how many] years. As her Pastor, I have seen many examples of her ministry and talents and have long been impressed by her Christian character, diligence and work ethics.

Jane has been both admired and respected by [church]. She has consistently demonstrated an ability to rise to any challenge that she must face in her ministry or any other endeavor.

To conclude, I would like to restate my strong recommendation for Jane Doe. If you have any further questions regarding Jane's ability or this recommendation, please do not hesitate to contact me using the information on this letterhead.

Sincerely,

[signature]