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| **GREETING**  *"Dear Mr./Ms \_\_\_\_\_\_\_\_\_\_,"* |

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| **A brief BACKGROUND for recommendation and statement of the recommendation**  *"As you know, our office has recently \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *the different stages of literacy. In keeping with this expanded understanding of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,*  *our office/I/our department would like to recommend that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."* |

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| **DEVELOPMENT**  **Develop the background and reasons for the recommendation:**  *"Our research has shown that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Since our office/department considers it of great importance for staff/for our clients/for members\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,we strongly recommend that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ "*  **Mention an expert whose views support your recommendation, or an example showing your recommendation can work**  *"Like many experts in the study of \_\_\_\_\_\_\_\_\_\_\_, Dr. Mr/Ms\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ views \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*  *OR*  *" Experts in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*  *Therefore, we recommend that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_"*  **Restate a key point that supports your recommendation**  *"As stated earlier, as it is of the utmost importance for staff of an international organization to have an understanding of the different cultures that comprise it and to gain an advanced form of literacy, our office recommends that courses in "Advanced Literacy" and "Intercultural Literacy" be made available and that staff at all levels be encouraged to participate in them."* |

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| **SUMMING UP:**  **Provide a summary sentence restating your recommendation and offering to provide more information**  *"For all of the above reasons, based on our latest research, our office thanks you for considering our request and hopes that favourable action can be taken on it. Should you need any further clarification or information, please do not hesitate to contact us. We look forward to your reply."* |

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| **CLOSING**  *"Yours truly, "*  *full name*  *job title* |