**[Your Name]**  
[Your Title / Position]  
[Facility or Organization Name]  
[Phone Number]  
[Email Address]  
[Date]

**To Whom It May Concern,**

I am pleased to recommend **[Aquatics Coordinator’s Full Name]** for any position or opportunity they may pursue. As the **Aquatics Coordinator** at **[Facility Name]**, [First Name] has been an integral part of our operations, bringing organization, energy, and leadership to every aspect of our aquatics programming.

In this role, [he/she/they] successfully coordinated daily pool operations, managed schedules for lifeguards and instructors, organized swim lessons and safety trainings, and ensured our programs ran efficiently and safely. [First Name] is a master of multitasking — able to balance scheduling, staffing, communications, and problem-solving while keeping the team supported and the facility compliant.

One of [his/her/their] greatest strengths is communication. [He/She/They] communicate clearly and respectfully with staff, patrons, and leadership alike. Whether responding to a parent concern or troubleshooting a last-minute staffing issue, [First Name] handles challenges with professionalism and grace.

[He/She/They] are certified in Lifeguarding, CPR/AED, First Aid, and Instructor-level training, and bring hands-on knowledge to every program. [His/Her/Their] ability to support instructors, lead swim lessons, and supervise the pool deck makes [him/her/them] both a skilled operator and a hands-on team leader.

It has been a pleasure working with **[Full Name]**, and I fully recommend [him/her/them] for any leadership position in the field of aquatics, recreation, or youth development. I would be happy to provide further insight if needed.

Sincerely,  
**[Your Full Name]**  
**[Your Title]**  
**[Facility Name]**