

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my support for [Applicant's Name] as they apply for [specific position, grant, opportunity, etc.] within your organization.

[Provide a brief introduction about your relationship with the applicant and your qualifications to speak on their behalf.]

[Discuss the applicant's skills, experiences, and qualities that make them an excellent candidate for this opportunity. Include specific examples and achievements that highlight their strengths.]

In conclusion, I wholeheartedly recommend [Applicant's Name] for [position/opportunity] and believe they would be a valuable addition to your team.

Thank you for considering my support for this deserving candidate. Please feel free to contact me at [phone number] or [email address] if you need further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization, if applicable]