

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity or position, e.g., a DLA opportunity] with the utmost confidence.

I have had the privilege of working with [Candidate's Name] for [duration of time] in [context of your relationship, e.g., as a supervisor, colleague, etc.], and I have been consistently impressed by their [specific skills, qualities, or achievements related to DLA work].

[Provide specific examples of their work, achievements, and character that support your recommendation. Discuss any relevant skills, accomplishments, leadership qualities, etc.].

I believe that [Candidate's Name] would be an excellent fit for [the opportunity or position] due to [reasons related to their qualifications and character].

Please feel free to contact me at [your phone number] or [your email address] if you require further information. I wholeheartedly support [Candidate's Name] and recommend them without reservation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]