

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

Dear [Recipient Name],

I am writing to recommend [Applicant Name] for the [specific program or position] in your FTA application. Having worked closely with [Applicant Name] for [duration] at [Your Company/Organization], I can confidently attest to their skills and qualifications.

[Paragraph highlighting specific skills, experiences, or achievements relevant to the FTA application.]

[Paragraph expressing confidence in the applicant's potential contributions and impact.]

I believe that [Applicant Name] will be a tremendous asset to your program and will contribute positively to [specific goals or outcomes of the FTA program].

Thank you for considering this application. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]