

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Applicant's Name] for the HWA application. Having worked with [him/her/them] for [duration] at [your organization], I have witnessed [his/her/their] exceptional skills and dedication firsthand.

[Provide a specific example of the applicant's skills, accomplishments, or contributions related to HWA.]

[Discuss the applicant's character, work ethic, and any other relevant personal qualities that make them a strong candidate for HWA.]

I strongly believe that [Applicant's Name] will bring [his/her/their] unique talents and perspectives to HWA and contribute positively to your community. Please feel free to contact me at [your phone number] or [your email] if you have any questions or require further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]