

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

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for [specific program/campaign/position] at your esteemed organization. I have had the pleasure of knowing [Applicant's Name] for [length of time] while [he/she/they] was [context of relationship, e.g., a student, an employee, etc.], and I can confidently attest to [his/her/their] exceptional qualities and capabilities.

During this time, I have observed [Applicant's Name] demonstrate [specific skills, attributes, or achievements relevant to the LHC application]. [Provide examples of what makes the applicant a strong candidate, including any notable contributions they made, projects they led, or other relevant experiences.]

[Applicant's Name] is not only [description of character, work ethic, etc.], but [he/she/they] also possesses an outstanding ability to [mention any soft skills or significant accomplishments]. [Again, provide a specific example or scenario that illustrates these traits.]

I have no doubt that [Applicant's Name] will excel in [his/her/their] endeavors with [the program/campaign/position], bringing [his/her/their] unique skill set and passion for [mention relevant areas or topics]. I fully support [his/her/their] application and believe [he/she/they] will make a valued contribution to your team.

Thank you for considering [Applicant's Name]'s application. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization]