

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my support for [Applicant's Name] in their application for [specific position/program] at [Company/Organization Name]. I have had the pleasure of knowing [Applicant's Name] for [duration] and have witnessed their exceptional skills and dedication in [relevant field/area].

[Provide a brief overview of your relationship with the applicant and their qualifications.]

[Include specific examples of their achievements or strengths relevant to the application.]

I firmly believe that [Applicant's Name] would be an invaluable asset to your team, bringing a unique perspective and a strong work ethic. I wholeheartedly support their application and confidently recommend them for this opportunity.

Thank you for considering [Applicant's Name] for [specific position/program]. Please feel free to contact me at [your phone number] or [your email] if you need any more information.

Sincerely,

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