

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

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

Dear [Recipient Name],

I am writing to strongly recommend [Applicant's Name] for the MTA [specific program or position]. Having worked with [him/her/them] for [duration] at [Your Organization/Company Name], I have had the pleasure of witnessing [his/her/their] professional growth and dedication firsthand.

[Paragraph detailing the applicant's relevant skills, experiences, and accomplishments related to the MTA application.]

[Additional paragraph highlighting the applicant's personal qualities, work ethic, and ability to work in a team or handle challenges.]

I am confident that [Applicant's Name] will bring the same level of commitment and excellence to the MTA program. [He/She/They] has my wholehearted endorsement, and I am excited to see the positive impact [he/she/they] will have in [his/her/their] future endeavors.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Organization/Company Name]