

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

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for a position within the MTA. I have had the pleasure of working with [Applicant's Name] for [duration] at [Your Company/Organization], where they have consistently demonstrated exemplary skills and a strong work ethic.

During their time in [specific role or project], [Applicant's Name] showcased their ability to [specific skills or achievements relevant to MTA application]. Their proactive attitude and commitment to excellence significantly contributed to [specific outcome or project success].

[Include a specific example or anecdote that illustrates the applicant's qualifications, character, and suitability for the MTA role].

I am confident that [Applicant's Name] will bring the same dedication and enthusiasm to the MTA as they have shown in our organization. I wholeheartedly recommend them for this opportunity without reservation.

If you have any further questions regarding [Applicant's Name]'s qualifications or my recommendation, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this recommendation.

Sincerely,

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