

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific program, position, or opportunity] at the National Learning and Development Center (NLDC). I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization]. During this time, [Candidate's Name] has demonstrated exceptional skills in [relevant skills or areas], specifically in [specific examples or projects]. Their ability to [describe a relevant trait or achievement] has impressed both colleagues and management alike.

[Candidate's Name] has consistently shown a strong commitment to [mention any relevant values or objectives related to NLDC], and has actively sought opportunities for growth and development. [Provide a specific example of their contributions or impact.]

I am confident that [Candidate's Name] will bring the same dedication and excellence to NLDC as they have demonstrated throughout our time working together. I wholeheartedly recommend them for this opportunity and believe they will be a valuable addition to your team.

Thank you for considering this recommendation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]