

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

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

Dear [Recipient Name],

I am writing to express my support for the application of [Applicant's Name] for the [specific program or position] with the OEC.

[Briefly describe your relationship with the applicant and how long you have known them.]

[Discuss the applicant's qualifications, skills, and experiences relevant to the OEC program. Highlight specific achievements or contributions that demonstrate their suitability.]

[Conclude with a strong endorsement, reiterating your belief in the applicant's potential and suitability for the program.]

Thank you for considering my support for [Applicant's Name]. If you require any further information, please feel free to contact me.

Sincerely,

[Your Name]  
[Your Title or Position]  
[Your Organization]