

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

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

Dear [Recipient Name],

I am writing to endorse [Traveler's Name] for [specific travel program, visa application, etc.]. As [his/her/their] [relation to you, e.g., colleague, employee, friend], I have had the pleasure of knowing [Traveler's Name] for [duration] and can confidently recommend [him/her/them].

[Traveler's Name] has shown excellent [qualities or skills relevant to travel, e.g., adaptability, independence, cultural awareness]. I believe that [he/she/they] will be a valuable participant in [specific program or purpose of travel].

Please feel free to contact me at [your phone number] or [your email address] should you require any more information.

Thank you for considering this endorsement.

Sincerely,

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