

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

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

Dear [Recipient's Name],

I am writing to express my support for [Applicant's Name] in their application for a position at [Company/Organization Name]. As [his/her/their] [relationship to the applicant, e.g., friend, mentor, supervisor], I have had the pleasure of witnessing [his/her/their] determination, skills, and potential firsthand.

[Describe the applicant's qualifications, skills, and positive traits. Include specific examples related to their abilities and experiences that make them a suitable candidate for the job.]

Additionally, I would like to highlight the importance of creating an inclusive workplace that accommodates individuals with disabilities.

[Applicant's Name] is a talented individual who would bring [his/her/their] unique perspectives and skills to your team.

I am confident that with the right support and environment, [Applicant's Name] will thrive and contribute significantly to [Company/Organization Name]. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information. Thank you for considering [Applicant's Name] for this opportunity.

Sincerely,

[Your Name]
[Your Title/Position, if relevant]
[Your Company/Organization, if relevant]