

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

[Recipient's Name]
[Recipient's Title]
[PZ Application Review Committee/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for the [specific PZ application, e.g., Planning Zone application] at [Organization/Institution Name]. I have had the pleasure of working with [Applicant's Name] for [duration of time] as [his/her/their] [relation to applicant, e.g., supervisor, colleague, etc.], and I can confidently attest to [his/her/their] qualifications and dedication to [relevant field/area].

Throughout our association, [Applicant's Name] has consistently displayed [specific skills or qualities relevant to the application], demonstrating a commitment to [specific goals or values relevant to the organization or function of the application]. One notable example is when [provide a brief example or story that illustrates skills or achievements].

I strongly believe that [Applicant's Name] possesses the skills, experience, and passion needed for this PZ application and will contribute positively to [Organization/Institution Name].

Please feel free to contact me at [your phone number] or [your email address] if you require any more information or have further questions regarding my recommendation.

Thank you for considering my endorsement of [Applicant's Name] for this opportunity.

Sincerely,

[Your Name]
[Your Title/Position]