

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

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

Dear [Recipient Name],

I am writing to express my support for [Applicant's Name] in their application for [specific program or opportunity] with [Company/Organization Name]. I have had the pleasure of knowing [Applicant's Name] for [duration of time] in [context of relationship] and can personally attest to their capabilities and dedication.

[Provide a brief overview of the applicant's skills, achievements, and characteristics that make them a strong candidate for the program.

Include specific examples where appropriate.]

I am confident that [Applicant's Name] will bring valuable contributions to [Company/Organization Name] and excel in this program. Their [mention any specific qualities such as leadership, teamwork, or commitment] will undoubtedly make them an asset to your team.

Thank you for considering this application. Please feel free to reach out if you need any further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization]