

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

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position/program/opportunity] at [Company/Organization Name]. Having worked with [him/her/them] for [duration] in my capacity as [Your Position] at [Your Company/Organization], I have had the pleasure of witnessing firsthand [his/her/their] exceptional skills and dedication. [In the first paragraph, provide a brief introduction to your relationship with the candidate, including how long and in what capacity you have known them.]

[In the second paragraph, elaborate on the candidate's key strengths and abilities, providing specific examples of their accomplishments or contributions that would be relevant to the TTD position/opportunity.]

[In the third paragraph, discuss the candidate's character and work ethic, emphasizing any personal qualities that make them a strong fit for the role.]

I am confident that [Candidate's Name] will bring [his/her/their] unique talents and commitment to excellence to [Company/Organization Name]. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions or require additional information.

Sincerely,

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