

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific opportunity, e.g., the TTD program]. I have had the pleasure of working with [Candidate's Name] at [Your Company/Organization] for [duration], where [he/she/they] held the position of [Candidate's Position].

During this time, [Candidate's Name] demonstrated exceptional skills in [mention relevant skills or attributes], which contributed significantly to our [projects, goals, etc.]. [He/She/They] consistently [provide specific examples of achievements or tasks], showcasing [his/her/their] ability to [describe relevant competencies].

[Candidate's Name] is not only a dedicated professional but also a team player. [He/She/They] effectively collaborates with colleagues, contributing to a positive work environment. [His/Her/Their] excellent communication skills enable [him/her/them] to convey complex ideas clearly and persuasively.

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to the TTD program. [He/She/They] has my strongest recommendation, and I am excited to see what [he/she/they] will achieve in this opportunity.

Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

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