

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

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for the TTD application. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Institution], where [he/she/they] has held the position of [Applicant's Position].

Throughout this time, [Applicant's Name] has consistently demonstrated [specific skills, qualities or achievements relating to the TTD application]. [He/She/They] is particularly skilled in [mention specific relevant skills or fields], which I believe makes [him/her/them] an excellent fit for this opportunity.

One instance of [Applicant's Name]'s [specific skill or achievement] was when [provide a specific example that illustrates the applicant's abilities]. This experience not only showcased [his/her/their] capabilities but also [describe impact/results].

[Applicant's Name] is also known for [mention any additional qualities, strengths, or contributions]. [His/Her/Their] dedication and passion for [relevant field or topic] truly set [him/her/them] apart from others.

I am confident that [Applicant's Name] will bring the same level of commitment and excellence to the TTD program as [he/she/they] has shown in our interactions. I wholeheartedly support [his/her/their] application and believe [he/she/they] would be a valuable addition to your program.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization/Institution]