

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

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

Dear [Recipient's Name],

Subject: Recommendation for TTD Committee

I am writing to recommend [Candidate's Name] for a position on the TTD committee. [Candidate's Name] has demonstrated [specific skills/qualifications related to TTD work] and has a proven track record of [relevant achievements or experiences].

During [his/her/their] time at [related organization or experience], [Candidate's Name] has shown [specific example of competence].

[He/She/They] [describe contributions or leadership roles relevant to the TTD committee].

I am confident that [Candidate's Name] will bring valuable insights and [specific qualities] to the TTD committee. [He/She/They] possesses a strong commitment to [related objectives or goals of the committee], making [him/her/them] an excellent fit for this role.

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

Thank you for considering my recommendation.

Sincerely,

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