

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position/role or program] at [organization/school]. I have had the pleasure of working with [Candidate's Name] for [duration] in the capacity of [your relationship to the candidate, e.g., supervisor, professor].

During this time, [he/she/they] has consistently demonstrated [specific skills or qualities relevant to TTS, e.g., creativity, technical proficiency, teamwork]. [Provide a specific example of a project or task that illustrates these qualities].

In addition to [his/her/their] technical abilities, [Candidate's Name] brings exceptional [personal qualities, e.g., communication skills, leadership qualities] that make [him/her/them] an ideal candidate for [specific position/role]. [Provide another example that highlights these personal qualities].

I have no doubt that [Candidate's Name] will excel in [his/her/their] future endeavors, particularly in [mention specific TTS-related areas or skills]. I wholeheartedly support [his/her/their] application and believe [he/she/they] will be a valuable asset to your team.

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

Sincerely,

[Your Name]
[Your Position]
[Your Organization]