

[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 highly recommend [Applicant's Name] for [specific program, job, or opportunity] at [WLS or relevant institution]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your position] at [your organization].

During this time, [Applicant's Name] has consistently demonstrated [specific skills, traits, or accomplishments]. One notable example of [his/her/their] capability was when [describe a relevant experience or project that highlights the applicant's strengths].

[Applicant's Name] exhibits strong [mention relevant skills or attributes] that are essential for success in [specific context or role]. [He/She/They] is also known for [mention any additional qualities, such as teamwork, leadership, work ethic, etc.], which I believe will greatly benefit [WLS or program name].

In conclusion, I am confident that [Applicant's Name] will make a significant impact at [WLS or relevant program] and will excel in [specific area]. I wholeheartedly support [his/her/their] application and encourage you to give [him/her/them] serious consideration.

Sincerely,

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