

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Applicant's Name] for a working holiday visa. I have had the pleasure of knowing [him/her/them] for [duration] through [describe your relationship and context, e.g., "as a colleague at XYZ Company"].

During this time, I have witnessed [Applicant's Name]'s exceptional work ethic, adaptability, and enthusiasm. [He/She/They] possess a strong ability to connect with a diverse range of people, making [him/her/them] a perfect candidate for engaging with different cultures in [destination country].

[Provide specific examples of skills or experiences that would be beneficial for the working holiday, e.g., previous travel experiences, positions held, or volunteer work]. [Applicant's Name] is not only reliable but also highly motivated to gain new experiences and contribute positively to any team [he/she/they] joins.

I am confident that [Applicant's Name] will represent [his/her/their] home country well and positively contribute to [destination country] during [his/her/their] working holiday. I strongly support [his/her/their] application and believe that this opportunity will be valuable for [his/her/their] personal and professional growth.

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

Sincerely,

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