

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

[Recipient's Name]
[Recipient's Position]
[YHA (Youth Hostels Association) or specific location]
[Address of YHA]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Staff Member's Name] for [specific position or role] at [YHA or specific location]. I have had the pleasure of working with [Staff Member's Name] for [duration] at [Your Organization], where [he/she/they] has consistently demonstrated [qualities/skills relevant to the YHA position].

During [his/her/their] time with us, [Staff Member's Name] was responsible for [specific duties or responsibilities]. [He/She/They] excelled in [give specific examples of achievements or contributions]. Moreover, [his/her/their] ability to [mention skills such as teamwork, communication, leadership] has significantly contributed to our team's success.

[Staff Member's Name] has a genuine passion for [mention any relevant interests or experiences related to YHA, e.g., travel, community service, hospitality], which I believe aligns perfectly with the mission of YHA to promote adventurous and responsible travel.

I am confident that [Staff Member's Name] will bring the same dedication and professionalism to the YHA team as [he/she/they] has shown in [his/her/their] role here. I highly recommend [him/her/them] for this opportunity, and I am certain that [he/she/they] will make a positive impact at your organization.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information or insights into [Staff Member's Name]'s qualifications.

Thank you for considering this recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]