

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Applicant's Name] for the YCS program. I have had the pleasure of knowing [him/her/them] for [duration] while [he/she/they] was [a student/employed] at [Your Organization/Institution]. During this time, I have observed [his/her/their] remarkable abilities and passion for [relevant subject or field].

[Paragraph highlighting specific skills, experiences, or accomplishments that make the applicant a strong candidate. Mention any relevant projects, leadership roles, or unique attributes.]

[Include another paragraph discussing the applicant's character, work ethic, and potential. Share examples that showcase [his/her/their] dedication and positive attitude.]

I am confident that [Applicant's Name] will thrive in the YCS program and make valuable contributions. [He/She/They] possesses the drive and intelligence to excel, and [his/her/their] passion for [relevant area] is truly inspiring.

Thank you for considering [his/her/their] application. If you need any further information, feel free to contact me.

Sincerely,

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