

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

Dear [Recipient Name],

I am writing to endorse [Applicant's Name] for the ZTA application. As [his/her/their] [relationship to applicant, e.g., supervisor, colleague, etc.] at [Your Organization], I have had the pleasure of working alongside [him/her/them] for [duration of time] and have witnessed [his/her/their] exceptional skills and dedication firsthand.

[Paragraph detailing specific examples of the applicant's qualifications, skills, and contributions relevant to the ZTA application.]

I believe that [Applicant's Name]'s unique experiences and commitment make [him/her/them] an ideal candidate for this opportunity. I wholeheartedly support [his/her/their] application and am confident that [he/she/they] will excel in this program.

Thank you for considering this endorsement. Please feel free to contact me at [phone number] or [email address] if you require any further information.

Sincerely,

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