

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

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for their application to the NVC program. I have had the pleasure of working with [Applicant's Name] for [duration] at [Your Organization] in the capacity of [Your relationship to the applicant].

[Begin with a brief introduction about the applicant, highlighting relevant skills and experiences.]

[Provide specific examples of the applicant's achievements and contributions that demonstrate their qualifications for the program.]

[Discuss the applicant's character, work ethic, and any unique attributes that make them a good fit for the NVC program.]

In conclusion, I firmly believe that [Applicant's Name] will be an invaluable asset to the NVC program and will make significant contributions. I wholeheartedly recommend them for this opportunity. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any additional information.

Sincerely,

[Your Name]
[Your Title/Position]