[Date]

Dear Selection Committee,

In your introduction, include your first and last name and your job title, along with the name of the candidate and how you know them. State why you're recommending them for the Breakthrough Leadership program.

In one to two paragraphs, explain the leadership qualities you have observed from the person applying for this program. Include 1 specific example and provide the context for the situation and what they did specifically that stood out to you.

Finally, conclude your letter by restating your support of the candidate.

Sincerely,

[First and last name]  
[Job title]  
[Organization]