<Date>

To Whom It May Concern,

It is with great enthusiasm that I recommend <name> to be part of the Association for Commuter Transportation’s 2024 ImpACT! Leadership program.

I am <name>’s direct supervisor at <organization> and I have worked with him/her/them for < X years>. During the time that I have known <name>, he/she/they have proved to be a valuable member of our team. <Insert skills and experience>

I believe that <name> would be an excellent candidate for this leadership program because <list supporting reasons>

Our team supports <name> in his/her/their application for this leadership program because we know that our entire program will benefit from his/her/their experience. It’s an excellent opportunity to increase our TDM work, expand our professional network through <name>’s new network, and learn from other TDM professionals. We are also thrilled that <name> will have an opportunity to meet with members of ACT’s Board of Directors, some of whom could become mentors to him/her/them.

Please let me know if I can provide any more information to strengthen <name>’s candidacy to be part of the 2024 ImpACT! Leadership class.

Best,

<Name>

<Title>

<Organization>