

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

[Recipient Name]
[Recipient Title]
[Department Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my full support for [New Department Head's Name] as the new head of the [Department Name]. With [his/her/their] extensive experience in [relevant experience or field], I am confident that [he/she/they] is exceptionally qualified to lead our team.

[New Department Head's Name] has demonstrated strong leadership skills and a deep understanding of our organizational values during [his/her/their] tenure with us. [He/She/They] is well-respected by colleagues and has consistently achieved [mention any relevant accomplishments].

As we embark on this new chapter under [New Department Head's Name]'s guidance, I am excited about the vision and direction [he/she/they] will bring to the department. I strongly believe that [his/her/their] leadership will foster an environment of collaboration and innovation.

Please join me in supporting [New Department Head's Name] as we transition into this new phase. I look forward to seeing the department thrive under [his/her/their] leadership.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]