

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

Dear [Recipient Name],

I am pleased to write this letter of recommendation for Bharat [Last Name]. I have had the pleasure of knowing and working with Bharat for [duration] at [your organization/relationship context], where he has consistently demonstrated [specific skills or qualities].

During his time with us, Bharat has excelled in [specific tasks or projects], showcasing his ability to [describe specific abilities or qualities]. His [mention any relevant qualities, e.g., leadership, teamwork, problem-solving skills] has significantly contributed to our team's success.

Additionally, Bharat's [mention any personal traits or motivations, e.g., passion, dedication, work ethic] make him stand out as an individual who genuinely cares about his work and continually seeks to improve himself and those around him.

I am confident that Bharat will continue to excel in any endeavor he chooses to pursue. He has my highest recommendation, and I believe he would be a tremendous asset to your team.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]  
[Your Position]