

[Your Name]  
[Your Title]  
[Your Institution/Company]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[BNP Lab]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for the [specific position or opportunity] at BNP Lab. I have had the pleasure of working with [him/her/them] for [duration] at [Your Institution/Company], where [he/she/they] held the position of [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] demonstrated [mention key skills, accomplishments, and attributes]. [He/She/They] was responsible for [specific responsibilities or projects] and excelled in [describe any significant contributions].

[Add any specific examples or anecdotes that highlight the candidate's qualifications and performance.]

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to BNP Lab. [He/She/They] is a [positive trait] individual who will undoubtedly make a significant contribution to your team.

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

Thank you for considering this recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Institution/Company]