

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

Dear [Recipient Name],

I am writing to highly recommend [Student's Name] for admission to the Bachelor of Technology program at [University Name]. As [his/her/their] [Instructor/Mentor/Professor] for [duration], I have had the pleasure of observing [his/her/their] academic performance and dedication to the field of [specific field, e.g., Computer Science, Mechanical Engineering].

[Student's Name] has consistently demonstrated exceptional skills in [specific skills or subjects], showcasing a strong understanding of [specific concepts]. [He/She/They] not only excel in [his/her/their] coursework but also actively participated in [projects, workshops, extracurricular activities] that testify to [his/her/their] commitment and passion for [field of study].

One of the highlights of [Student's Name]'s time in my class was [specific project or achievement], where [he/she/they] [describe what the student did and its impact]. This experience underscored [his/her/their] ability to tackle challenges and work effectively in a team.

Beyond academics, [Student's Name] exhibits impressive leadership skills and a keen interest in [relevant activities or organizations].

[He/She/They] is not only a diligent student but also a supportive peer, always willing to help others.

I am confident that [Student's Name] will thrive in a rigorous academic environment and contribute positively to the [University Name] community. I wholeheartedly recommend [him/her/them] for the BTech program, and I believe [he/she/they] will be an asset to your institution.

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

Sincerely,

[Your Name]
[Your Position]