

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Student's Name], who is applying for [specific program, job, internship, etc.]. As [Student's Name]'s [professor/advisor/supervisor] during their Bachelor of Technology program at [University Name], I have had the opportunity to observe their academic and personal growth over the past [duration of time].

[Student's Name] has consistently demonstrated exceptional skills in [relevant skills/subjects], showing a remarkable ability to [specific achievements or contributions]. Their project on [specific project or topic] showcased not only their technical expertise but also their ability to work collaboratively in a team environment.

What sets [Student's Name] apart is their [specific qualities, e.g., dedication, creativity, leadership]. They have shown great initiative in [specific example], which highlights their drive and passion for their field.

I am confident that [Student's Name] will be an asset to your [program/company] and will contribute positively to any project they undertake. Please do not hesitate to reach out if you need any further information.

Sincerely,

[Your Name]
[Your Position]
[University/Organization Name]