

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

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

Dear [Recipient's Name],

I am pleased to recommend [Student's Name] for the Bachelor of Technology program at [University/College Name]. Having served as [his/her/their] [Your Relationship to the Student, e.g., professor, mentor] for [duration], I have had the opportunity to witness [his/her/their] remarkable abilities and unwavering dedication to [specific field or subject].

[Student's Name] displays a unique blend of creativity and analytical skills, which I have seen firsthand through [specific project, coursework, or activity]. [He/She/They] consistently approaches challenges with a positive attitude and demonstrates a commitment to excellence.

In addition to [his/her/their] academic capabilities, [Student's Name] is a natural leader. [Include specific example of leadership or teamwork]. [He/She/They] has the ability to inspire and motivate peers, making [him/her/them] an asset to any team.

I am confident that [Student's Name] will excel in the BTech program. [He/She/They] possesses the work ethic, skills, and passion necessary to thrive in [his/her/their] future studies and career. I strongly endorse [his/her/their] application and look forward to seeing [his/her/their] continued growth and success.

Please feel free to contact me if you need any further information or clarification.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]