

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for the CBT exam. In my capacity as [Your Position] at [Your Organization], I have had the pleasure of working with [Candidate's Name] for [duration] and have witnessed firsthand their dedication and skill in the field of [relevant field or area].

Throughout our time together, [Candidate's Name] has consistently demonstrated exceptional [specific skills/qualities relevant to the CBT exam]. They have shown a remarkable ability to [provide a specific example of a relevant achievement or skill]. Their passion for [related subject] is evident in their work, and I am confident that they will excel in the CBT exam.

[Optional: Include any relevant qualifications or accolades the candidate has received that would support their application for the CBT exam.]

I wholeheartedly endorse [Candidate's Name] for this opportunity and believe that they will make a significant contribution to [relevant field or institution]. Please do not hesitate to reach out if you require further information or specific examples regarding their qualifications.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]