

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the Indian Administrative Service (IAS). I have had the privilege of knowing [Candidate's Name] for the past [duration], during which time they have consistently demonstrated exceptional dedication, intelligence, and leadership qualities.

In their role as [Candidate's Position/Title], [he/she/they] has shown a remarkable ability to tackle complex challenges with critical thinking and problem-solving skills. For instance, [provide a specific example illustrating their skills and contributions]. This ability to effectively navigate difficult situations is a crucial trait for an IAS officer. Moreover, [Candidate's Name] possesses outstanding communication and interpersonal skills, allowing [him/her/them] to work collaboratively with diverse groups and build consensus among stakeholders. [He/She/They] has a proven track record of [mention any relevant achievements or initiatives], which reflects their commitment to public service and community development.

I am confident that [Candidate's Name] has the integrity, vision, and dedication required to excel as an IAS officer. I strongly endorse [his/her/their] application and believe [he/she/they] will make a significant positive impact in the role.

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email address] if you have any further questions.

Sincerely,

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