

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

[Recipient's Name]
[Recipient's Title/Position]
[Indiana Wesleyan University]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Applicant's Name] for [specific program or position] at Indiana Wesleyan University. It has been a pleasure to know and work with [Applicant's Name] for [duration of time] in my role as [Your Position] at [Your Institution/Organization].

[Provide a brief overview of your relationship with the applicant and context for your recommendation. Include specific examples of the applicant's skills, achievements, and character traits.]

[Discuss how the applicant's experience and qualities align with the values and expectations of Indiana Wesleyan University, highlighting any relevant academic, professional, or extracurricular achievements.]

I am confident that [Applicant's Name] will excel at Indiana Wesleyan University and contribute positively to the campus community. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information or insight into [Applicant's Name]'s qualifications.

Thank you for considering this recommendation.

Sincerely,

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