

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

Dear [Recipient's Name],

I am writing to recommend Jyoti [Last Name] for [specific opportunity, position, etc.]. I have had the pleasure of working with Jyoti for [duration] at [Your Company/Organization], where [he/she/they] served as [Jyoti's Position/Role].

During this time, Jyoti demonstrated exceptional [skills, abilities, and traits] that I believe make [him/her/them] an excellent candidate for [opportunity/position]. [He/She/They] consistently [describe a specific example or achievement showcasing Jyoti's skills or contributions].

In addition to [his/her/their] professional skills, Jyoti is also [mention interpersonal skills, character traits, etc.]. [He/She/They] is always [describe a relevant characteristic, such as being proactive, cooperative, etc.].

I am confident that Jyoti will bring the same level of dedication, skill, and enthusiasm to [new opportunity or position]. I highly recommend [him/her/them] for [specific opportunity] without reservation.

If you have any questions or need further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Position]