

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

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

Dear [Recipient's Name],

I am writing to highly recommend Jyothi [Last Name] for [specific opportunity, position, or program] at [Recipient's Organization/Institution]. I have had the pleasure of knowing and working with Jyothi for [duration] as [your relationship, e.g., supervisor, professor, etc.], and I can confidently say that she is an exceptional candidate.

During her time at [Your Organization/Institution], Jyothi demonstrated [specific qualities, skills, or accomplishments]. For example, [provide a specific instance or achievement that illustrates her strengths]. Jyothi's ability to [relevant skill or quality] sets her apart and makes her an asset to any team. Her dedication to [field or subject] is evident in her work, and I have no doubt that she will excel at [specific opportunity].

In conclusion, I wholeheartedly recommend Jyothi for [specific opportunity]. She has proven herself to be [positive traits], and I firmly believe she will bring the same level of commitment and excellence to your organization.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]