

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Applicant's Name] for [specific position, program, or opportunity] at [Kbh or organization name]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your relationship to the applicant].

During this time, I have been consistently impressed by [his/her/their] [specific qualities, skills, or accomplishments]. For example, [provide a specific example that demonstrates the applicant's suitability].

[Applicant's Name] exhibits exceptional [skills/traits relevant to the opportunity]. [He/She/They] [provide additional examples or experiences that highlight the applicant's strengths].

I am confident that [Applicant's Name] will bring [positive attributes] to [Kbh or organization name]. [He/She/They] has my highest recommendation, and I believe [he/she/they] will excel in [specific position or program].

Please feel free to contact me at [your phone number/email] if you require any further information.

Sincerely,

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