

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

KBTX

[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to enthusiastically recommend [Candidate's Name] for [specific position, opportunity, or scholarship] at KBTX. I have had the pleasure of knowing [Candidate's Name] for [duration] as [his/her/their] [professor/mentor/supervisor] at [Your Organization/School]. During this time, [he/she/they] has consistently demonstrated [mention key qualities, skills, or experiences relevant to KBTX].

[Describe a specific instance or experience that illustrates the candidate's strengths and qualifications].

[Candidate's Name] is particularly skilled at [mention relevant skills or experiences] and possesses a deep understanding of [related field or topic]. [He/She/They] has shown a remarkable ability to [describe a specific achievement or contribution], which I believe aligns perfectly with the mission of KBTX.

I am confident that [Candidate's Name] will bring the same level of enthusiasm, integrity, and commitment to KBTX as [he/she/they] has demonstrated in our time together. I strongly recommend [him/her/them] without reservation.

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

Sincerely,

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