

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

Khan Academy

[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for the [specific position or program] at Khan Academy. I have had the pleasure of knowing [Candidate's Name] for [duration] in my capacity as [your relationship to the candidate, e.g., teacher, mentor, supervisor].

During this time, [Candidate's Name] has consistently demonstrated [his/her/their] exceptional skills in [specific skills related to the position or program]. [He/She/They] possesses a strong commitment to [relevant qualities or achievements], which I believe aligns perfectly with the mission of Khan Academy to provide a free, world-class education for anyone, anywhere.

[Include specific examples of the candidate's accomplishments, work ethic, or contributions that relate to the position. Focus on their abilities and impact.]

I am confident that [Candidate's Name] will make a valuable contribution to the Khan Academy team. [His/Her/Their] passion for education and innovative thinking make [him/her/them] an ideal fit for this role. Thank you for considering this application. I am more than happy to discuss further details about [Candidate's Name] and [his/her/their] qualifications.

Sincerely,

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