

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

Khan Academy

[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Applicant's Name] for the [specific position or program] at Khan Academy. I have had the pleasure of working with [Applicant's Name] for [duration] in my capacity as [Your Position] at [Your Organization/School].

During this time, [he/she/they] demonstrated exceptional skills in [specific skills or subjects related to the program], which I believe will contribute significantly to the mission of Khan Academy.

[Applicant's Name] consistently shows a true passion for learning and teaching, often [provide specific example of relevant experience or achievement].

Furthermore, [he/she/they] possesses strong [mention soft skills, e.g., communication, teamwork, etc.] which allows [him/her/them] to engage effectively with peers and students alike. [Applicant's Name] has a unique ability to [describe relevant characteristic, e.g., explain complex concepts in simple terms], making [him/her/them] an invaluable asset to any educational setting.

I am confident that [Applicant's Name] will not only excel in this opportunity but will also bring fresh perspectives and innovative ideas to Khan Academy. I highly endorse [his/her/their] application and encourage you to consider [him/her/them] for this position.

Thank you for considering this talented individual. Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further information.

Sincerely,

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