

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution/Organization]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],  
I am writing to wholeheartedly recommend [KJH's Full Name] for [specific opportunity or position] at [Recipient's Institution/Organization]. I have had the pleasure of working with KJH for [duration of time] in my capacity as [Your Position] at [Your Institution/Organization]. During this time, I have witnessed KJH's remarkable [mention key qualities or skills, e.g., leadership, dedication, creativity]. One notable example of this is [provide a specific example or anecdote demonstrating KJH's strengths]. KJH has consistently demonstrated [mention additional qualities or competencies] that set them apart from their peers. [Elaborate on these qualities with supporting examples]. I am confident that KJH will bring the same level of enthusiasm and commitment to [Recipient's Institution/Organization] as they have shown during their time with us. I have no doubt that they will excel in [specific opportunity or position].

Please feel free to contact me at [your phone number] or [your email] should you require any further information or insights regarding KJH.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Institution/Organization]