

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

[Recipient's Name]  
[Title/Position]  
[Department/College/University Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for admission to [specific program or course] at KTU. As [your relationship to the candidate, e.g., teacher, employer], I have had the pleasure of observing [his/her/their] growth and commitment to [field of study] over the past [duration].

[Paragraph 1: Describe the candidate's strengths, skills, and qualities relevant to the program]

[Paragraph 2: Provide specific examples of the candidate's accomplishments or contributions]

[Paragraph 3: Discuss the candidate's character and work ethic, and how they would contribute to the KTU community]

I am confident that [Candidate's Name] will excel at KTU and make a meaningful impact within the [specific field or department]. I highly recommend [him/her/them] for admission to your program.

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

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Institution/Organization] (if applicable)