

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

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Nominee's Name] for the Krishna Award. As [Nominee's Title/Position] at [Nominee's Institution/Organization], [he/she/they] has demonstrated exceptional [mention relevant skills, achievements, or contributions] that truly set [him/her/them] apart.

During [his/her/their] time at [Institution/Organization], [Nominee's Name] has successfully [specific example of a project or achievement], which resulted in [outcome or impact]. [He/She/They] consistently goes above and beyond in [specific attributes or actions that showcase dedication, leadership, etc.].

Furthermore, [his/her/their] commitment to [mention any relevant initiatives, community service, or professional development] exemplifies the values that the Krishna Award stands for. [Nominee's Name] not only excels in [his/her/their] professional duties but also [describe any relevant personal qualities or community involvement].

I am confident that [Nominee's Name] is a deserving candidate for the Krishna Award and will continue to make significant contributions in the future. Please do not hesitate to contact me if you need any further information or perspective on [his/her/their] candidacy.

Thank you for considering this outstanding individual for the award.
Sincerely,

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