

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the KTBS program. As [his/her/their] [your relationship to the candidate, e.g., teacher, supervisor] at [your institution], I have had the pleasure of witnessing [his/her/their] remarkable skills and dedication firsthand.

[Provide specific examples of the candidate's strengths, achievements, and contributions relevant to KTBS.]

[Discuss the candidate's character and any personal qualities that make [him/her/them] an ideal fit for the program.]

I am confident that [Candidate's Name] will bring [his/her/their] exceptional talents and positive attitude to the KTBS program.

[He/She/They] will be a great asset and will surely make the most out of this opportunity.

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

Sincerely,

[Your Name]
[Your Title/Position]