

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

Dear [Recipient's Name],
I am writing to recommend [Applicant's Name] for the PG Diploma program at [Institution's Name]. Having worked with [Applicant's Name] for [duration] as their [Your Relationship to Applicant], I can confidently speak to their skills and qualifications.
[Provide specific examples of the applicant's skills, achievements, and attributes relevant to the PG Diploma program. Discuss their work ethic, academic performance, and any relevant projects or experiences.]
[Discuss the applicant's character, interpersonal skills, and how they interact with peers and faculty.]

I have no doubt that [Applicant's Name] will excel in this program and further their knowledge and skills significantly. I strongly support their application and look forward to seeing the contributions they will make to your institution.
Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or specifics regarding [Applicant's Name].

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