

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for the Pearson Test of English (PTE). I have had the privilege of working with [him/her/them] for [duration] as [his/her/their] [your relationship, e.g., teacher, manager, etc.], and I can confidently say that [he/she/they] possess the skills and characteristics necessary for success in the PTE.

During our time together, [Candidate's Name] has consistently demonstrated exceptional [mention relevant skills related to language proficiency, communication, etc.]. [He/She/They] exhibit a strong command of the English language and have shown remarkable improvement and dedication in [his/her/their] studies/work.

[Provide a specific example or anecdote that highlights the candidate's abilities and strengths].

I firmly believe that [Candidate's Name] will excel in the PTE examination and will benefit tremendously from this opportunity to further [his/her/their] academic and professional endeavors.

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

Sincerely,

[Your Name]  
[Your Position]