[Your Name]
[Your Position/Title]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Committee]
[Indian Institute of Technology]
[Address of the IIT]
[City, State, Zip Code]
Dear Members of the Admissions Committee,
I am writing to wholeheartedly recommend [Applicant's Name] for admission to the [specific program] at the Indian Institute of Technology. As [his/her/their] [teacher, supervisor, etc.] for the past [duration], I have had the privilege of witnessing [his/her/their] exceptional skills and dedication firsthand.
Throughout [his/her/their] time in my [class/project/team], [Applicant's Name] has consistently demonstrated [key qualities/skills relevant to the program, e.g., analytical thinking, problem-solving abilities, teamwork]. One remarkable example of this was when [describe a specific project or achievement that showcases the applicant's talents].
In addition to [his/her/their] academic strengths, [Applicant's Name] possesses outstanding [soft skills, e.g., leadership, communication, etc.]. [He/She/They] [describe a situation that highlights these qualities]. This ability to [soft skill] complements [his/her/their] technical expertise perfectly.
I am confident that [Applicant's Name] will bring the same level of enthusiasm, commitment, and innovative thinking to the IIT community. [He/She/They] is truly deserving of a place in your esteemed program, and I am excited to see the future contributions [he/she/they] will make in the field.
Thank you for considering this application. Please feel free to contact me at [your phone number] or [your email] if you require any further information.
Sincerely,
[Your Signature (if submitting hard copy)]
[Your Name]
[Your Position/Title]
[Your Institution/Organization]