

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]

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

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for the RKC program. As [his/her/their] [Your Position/Relationship to Applicant] at [Your Institution/Organization], I have had the pleasure of witnessing [Applicant's Name]'s dedication, skill, and passion for [Field of Study or Relevant Skill].

[In this paragraph, provide specific examples of the applicant's strengths, achievements, and relevant experiences. Include any relevant projects, skills, or characteristics that make the applicant a strong candidate.]

[In the following paragraph, discuss the applicant's personal qualities, work ethic, and how [he/she/they] interacted with peers and contributed to the community or team environment.]

I am confident that [Applicant's Name] will bring the same level of enthusiasm and commitment to the RKC program as [he/she/they] has shown in our [classes/projects/activities]. I highly recommend [him/her/them] without reservation.

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