

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

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

Dear [Recipient Name],

I am writing to recommend [Student/Colleague's Name] for [specific project or opportunity] at XJTLU. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your position], during which time I have observed [his/her/their]:

1. ****Skill/Quality 1****: [Description and examples].
2. ****Skill/Quality 2****: [Description and examples].
3. ****Skill/Quality 3****: [Description and examples].

[Student/Colleague's Name] has demonstrated exceptional [characteristic/skill] that will significantly contribute to [specific project or opportunity]. I believe that [he/she/they] will excel in this endeavor due to [reason].

If you have any further questions regarding [Student/Colleague's Name], please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Job Title]
[Your Institution/Organization]