

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution/Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Graduate's Name], who graduated from XJTLU with a [Degree/Major] in [Year]. During their time at XJTLU, I had the pleasure of [describe your relationship with the graduate, e.g., teaching them, supervising their projects, etc.].

[Paragraph 1: Discuss the graduate's skills, strengths, and academic performance.]

[Paragraph 2: Provide specific examples of projects, achievements, or contributions made by the graduate that demonstrate their capabilities.]

[Paragraph 3: Highlight any relevant experiences that further showcase the graduate's suitability for the opportunity they are applying for.]

In conclusion, I strongly recommend [Graduate's Name] for [specific opportunity, position, or program]. I am confident that they will thrive and bring value to your [organization/company/program].

Please feel free to reach out to me at [your phone number] or [your email address] if you need further information.

Sincerely,

[Your Name]  
[Your Position]