

[Your Name]
[Your Position/Title]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position/Title]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Introduction
- State your relationship to YJH.
- Mention the purpose of the letter.
Body Paragraph 1: Academic Skills
- Discuss YJH's academic achievements.
- Provide specific examples of work or projects.
Body Paragraph 2: Personal Qualities
- Highlight YJH's personal attributes (e.g., leadership, teamwork).
- Include anecdotes or experiences that showcase these qualities.
Body Paragraph 3: Contributions and Impact
- Describe YJH's contributions to your institution or community.
- Mention any awards or recognitions received.
Conclusion
- Summarize your recommendation.
- Offer your contact information for further questions.
Sincerely,
[Your Name]
[Your Position/Title]