

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

Dear [Recipient Name],

I am writing to [state purpose of the letter, e.g., support the application, discuss concerns, etc.]. As a [your relationship to VK students, e.g., professor, advisor], I have had the pleasure of working with [Student's Name] during [specific timeframe or course]. Throughout this time, [Student's Name] has demonstrated [mention specific skills, qualities, or achievements]. [Provide examples and details to support your claims].

Given [his/her/their] dedication and [specific positive traits], I firmly believe that [he/she/they] will [mention the potential or fit for the opportunity being discussed, e.g., thrive in a particular program].

Thank you for considering this matter. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Sincerely,

[Your Name]
[Your Title]