

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend Xuanan for [specific position, program, scholarship, etc.]. I have had the pleasure of knowing Xuanan for [duration] as [his/her/their] [relationship, e.g., teacher, employer, mentor] at [your institution/organization].

Throughout this time, I have been continually impressed by Xuanan's [mention specific qualities, skills, or characteristics relevant to the opportunity]. For instance, [provide an example or anecdote that illustrates these qualities].

Xuanan has not only demonstrated [specific ability/trait], but has also shown a remarkable ability to [another quality, skill, or experience]. This was particularly evident when [describe a specific project, task, or achievement].

I truly believe that Xuanan will excel in [the position/program] and make a significant contribution to [the recipient's organization or program]. [He/She/They] has a proven track record of [mention relevant achievements or experiences], and I am confident that [he/she/they] will bring the same commitment and enthusiasm to [the new opportunity].

Please feel free to contact me at [your phone number] or [your email address] if you need any further information or insights regarding Xuanan's candidacy.

Sincerely,

[Your Name]
[Your Position]