[INSERT THE DATE OF SENDING]

[INSERT THE NAME OF THE DESIRED RECIPIENT]

[INSERT THE MAILING ADDRESS]

[INSERT THE POSITION OF THE DESIRED RECIPIENT]

**Recommendation Letter: [INSERT THE NAME OF THE APPLICANT]**

Dear Mr. [INSERT NAME OF THE DESIRED RECIPIENT],

Good day. I am Mr. [INSERT THE NAME OF THE SENDER], an employee of [INSERT THE NAME OF ACADEMIC INSTITUTION]. I am writing this letter to inform you and make a great recommendation for my colleague as a Professor.

I can declare without hesitation that [INSERT THE NAME OF THE APPLICANT] is a very qualified applicant for the available position in your good company. [INSERT THE NAME OF THE APPLICANT] was utilized by our institution as a Professor from [INSERT EMPLOYMENT DATES]. He was in teaching [INSERT THE JOB DESCRIPTION AND RESPONSIBILITY].

[INSERT THE NAME OF THE APPLICANT] has great academic abilities. What's more, he has the capacity to instill academic impartation with ease and proficiency. He can work freely and is very competent. He is adaptable and willing to take a shot at any responsibility that is doled out to him. He is an imaginative and committed employee who reliably outperformed his portions.

In summary, I believe that [INSERT THE NAME OF THE APPLICANT] would be a huge resource for your institution. It is my desire that he finds an organization with the assets to help his pursuit for academic excellence.

Sincerely Yours,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[INSERT POSITION NAME]

**Signature**