

Dear [Recipient's Name],

I am writing to confirm my willingness to provide an academic recommendation for [Student's Name] in support of their application for graduate studies at [University/Program Name]. I have known [Student's Name] for [duration] in my capacity as [Your Position] at [Your Institution].

[Student's Name] has demonstrated exceptional skills in [specific skills or subjects], and I am confident that they will excel in their future academic endeavors.

Please let me know if you require any further information or if there are specific forms that I should complete.

Best regards,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]