

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email]

[Phone]

[Date]

To Whom It May Concern,

I am pleased to recommend [Recommended Name] for [specify the position or purpose of the recommendation]. He/She/They is/are under my supervision at [company] developing his/hers/theirs Master's, PhD, Post-Doc, Residence.

Sincerely,

[Your Name and Signature]

[Your Position]

[Company Name]

***The letter must be written on institutional paper.**