**ABCD**

XYZ University,

123 Adress,

#456 Block,

7 Building,

123456, Country

Email

Web

<Date>

<Recommendation-Committee>

I am writing to extend my highest recommendation for ABCD for the <Recommendation-Position> <Recommendation-Department>.

DETAILS

Should you have any further questions, please reach out to me via email at ZZZ.

Sincerely,

Recommender1