

[Your Name]

[Your Title/Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Graduate School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Student's Name] as they apply for admission to [Graduate Program Name] at [University Name]. I have had the privilege of knowing and working with [Student's Name] for [duration] during their studies at [Your Institution].

[Student's Name] has demonstrated exceptional [qualities/skills related to the program, e.g., analytical skills, dedication, leadership abilities]. For example, during [specific project or coursework], [he/she/they] [describe an achievement or contribution that showcases their strengths].

In addition to [his/her/their] academic abilities, [Student's Name] is a natural leader who interacts well with peers. [He/She/They] [provide an example of their teamwork or leadership].

I wholeheartedly believe that [Student's Name] will excel in [Graduate Program Name]. [His/Her/Their] passion for [subject/field] and a strong desire to contribute to [specific aspect of the field] make [him/her/them] an ideal candidate for your program.

Thank you for considering this outstanding candidate. If you require any further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Title/Position]

[Your Institution]