

# Letter of Recommendation

Date: [Insert Date]

[Your Name]

[Your Position]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to strongly recommend [Student's Name] for the work-study program at [University Name]. As [his/her/their] [professor/supervisor] for the past [duration], I have had the pleasure of witnessing [his/her/their] dedication, work ethic, and ability to excel in challenging situations.

[Student's Name] has demonstrated outstanding skills in [specific skills or tasks] and has consistently shown a willingness to learn and contribute positively to our team. [He/She/They] have taken on responsibilities such as [list specific projects or responsibilities], showcasing both initiative and accountability.

I believe that [Student's Name]'s qualities would make [him/her/them] an excellent addition to the work-study program. I am confident that [his/her/their] commitment and eagerness to contribute will result in significant benefits for your program.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or specific examples of [Student's Name]'s work.

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Position]

[Department]