

Graduate School Recommendation Letter

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to provide a recommendation for [Student's Full Name] who is applying to [Program Name] at [University Name]. I have had the pleasure of knowing and working with [Student's First Name] for [duration] as [his/her/their] [your relationship, e.g., professor, advisor].

[Student's First Name] has consistently demonstrated a strong commitment to [specific areas of study or projects]. [He/She/They] possesses remarkable analytical skills and a deep understanding of [specific subject]. Additionally, [his/her/their] ability to engage with diverse teams is commendable, making [him/her/them] an asset in any academic environment.

One of the highlights of [his/her/their] contributions was [specific example or project]. This showcased not only [his/her/their] [specific skill] but also [his/her/their] ability to think critically and work collaboratively under pressure.

I firmly believe that [Student's First Name] will excel in [Program Name] at [University Name] and will contribute positively to the academic community. I highly recommend [him/her/them] for admission to your program.

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Title]