

[Your Name]  
[Your Position]  
[Your Institution]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Admissions Committee]  
[Graduate School Name]  
[Address]  
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am pleased to write this letter of recommendation for [Applicant's Name], who is applying for the [specific program name] at [Graduate School Name]. I have had the pleasure of knowing [Applicant's Name] for [duration] as [his/her/their] [Professor/Research Supervisor/etc.] in the [Department/Field] at [Your Institution].

During this time, [Applicant's Name] exhibited exceptional skills in research and a deep commitment to [specific research area or focus]. [He/She/They] demonstrated [include specific examples of skills, projects, or accomplishments], which I believe are indicative of [his/her/their] potential for success in graduate studies.

[Applicant's Name] possesses a strong background in [relevant skills or knowledge], and has shown remarkable aptitude in [relevant tasks or projects]. [His/Her/Their] ability to [specific ability or quality] sets [him/her/them] apart from [his/her/their] peers and illustrates [his/her/their] readiness for rigorous research work at the graduate level.

I am confident that [Applicant's Name] will bring the same level of enthusiasm and dedication to your program as [he/she/they] has shown in my course and research lab. [His/Her/Their] innovative thinking and resilience will make a significant contribution to your academic community.

In conclusion, I wholeheartedly recommend [Applicant's Name] for admission to [Graduate School Name]. I am certain that [he/she/they] will excel and contribute positively to your program. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,  
[Your Name]  
[Your Title]