

# Response to Academic Recommendation Inquiry

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for reaching out to me regarding your request for an academic recommendation. I appreciate your interest in [Program/Position Name] and the trust you've placed in me to support your application.

After careful consideration and reflecting on your academic performance, I would be happy to provide a recommendation for you. I believe your skills and dedication make you a strong candidate for [specific program/position].

Please let me know if there are any specific points or experiences you would like me to highlight in the letter. Additionally, kindly provide the deadline for submission and any particular submission instructions I should follow.

Looking forward to supporting your application.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Contact Information]