

[Your Name]
[Your Position]
[Your Institution/Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Admissions Committee]
[Graduate School Name]
[School Address Line 1]
[School Address Line 2]
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to enthusiastically endorse [Candidate's Name] for admission to [Graduate Program Name] at [Graduate School Name]. I have had the pleasure of knowing [Candidate's Name] for [duration of time] as their [professor/supervisor/advisor] during [specific course, project, or work experience].

[Candidate's Name] has consistently demonstrated exceptional qualities such as [mention relevant skills, traits, or experiences]. Their ability to [specific example of skills or achievements] sets them apart as an outstanding candidate.

In addition to their academic prowess, [Candidate's Name] exhibits [mention soft skills, leadership qualities, or teamwork]. I am confident that [he/she/they] will contribute positively to your program and further excel in [his/her/their] academic and professional pursuits.

Based on [his/her/their] accomplishments and potential, I wholeheartedly support [Candidate's Name]'s application. I am confident that [he/she/they] will make a significant impact at [Graduate School Name].

Thank you for considering this exceptional candidate. Should you require any further information, please feel free to contact me.

Sincerely,
[Your Signature (if sending hard copy)]
[Your Name]