

Academic Recommendation Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to confirm that I have submitted my recommendation letter for [Student's Name] in support of their undergraduate application to [University/Program Name].

If you have any questions or require further information, please feel free to contact me at [Your Email] or [Your Phone Number].

Thank you for considering this application.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]