

Reference Letter for [Applicant's Name]

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

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

Dear Members of the Admissions Committee,

I am writing to wholeheartedly recommend [Applicant's Name] for admission to the [Graduate Program Name] at [University Name]. As [his/her/their] supervisor at [Your Company/Institution Name] for [duration], I have witnessed [his/her/their] professional growth and dedication firsthand.

[Briefly describe the applicant's skills, contributions, and character traits that make them suitable for the graduate program.]

[Applicant's Name] has shown exceptional [mention relevant skills or experiences], which I believe will be beneficial to [his/her/their] success in your program.

I am confident that [Applicant's Name] will be a fantastic addition to your esteemed graduate program and recommend [him/her/them] without reservation.

Thank you for considering this application. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions.

Sincerely,

[Your Name]
[Your Position]