

[Your Name]

[Your Title]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Graduate Program Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Student's Name] in support of their application for the [Program Name] at [University Name]. As [his/her/their] [professor/advisor/supervisor] in the [Department Name] at [Your University], I have had the pleasure of working with [Student's Name] for [duration] and have been consistently impressed with [his/her/their] abilities and dedication.

[Student's Name] has demonstrated exceptional skills in [specific skills or subjects], which were evident in [specific course/project]. [He/She/They] possesses a strong analytical mindset and the ability to synthesize complex information, making [his/her/their] contributions invaluable to our [classes/research group].

Furthermore, [Student's Name]'s [describe any relevant attributes such as leadership, teamwork, or work ethic], which [he/she/they] showcased during [specific instance]. This experience solidified my belief that [he/she/they] will thrive in a challenging graduate program.

I am confident that [Student's Name] will be a tremendous asset to your program and will contribute positively to the academic community at [University Name]. I wholeheartedly recommend [him/her/them] for admission.

If you have any further questions regarding [Student's Name]'s qualifications, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Title]