

# Letter of Recommendation

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[College or University Name]

[Office of Admissions]

[College Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Student's Name] for admission to [College/University Name]. As [his/her/their] [Your Relationship to the Student, e.g., teacher, counselor], I have had the pleasure of observing [his/her/their] academic growth and personal development over the past [duration].

[Student's Name] has demonstrated exemplary [qualities such as leadership, dedication, resilience, etc.]. [He/She/They] consistently [provide specific examples of their accomplishments or contributions].

In addition to [his/her/their] academic capabilities, [Student's Name] is a person of great character. [He/She/They] is known for [his/her/their] [mention personal qualities such as integrity, kindness, teamwork, etc.], which greatly enhances the community around [him/her/them].

I have no doubt that [Student's Name] will thrive at [College/University Name] and contribute positively to your campus community. I wholeheartedly endorse [his/her/their] application and believe that [he/she/they] will make meaningful contributions to your institution.

Thank you for considering [Student's Name]'s application. Please feel free to contact me at [your phone number] or [your email address] if you have any questions.

Sincerely,

[Your Name]

[Your Position]