

Letter of Recommendation

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

[Institution's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for admission to your undergraduate program in [Program Name]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [teacher/professor/advisor] in [Course/Subject].

[Student's Name] has demonstrated remarkable [qualities/skills] in [specific examples]. [He/She/They] exhibits a keen interest in [subject/field] and has consistently produced high-quality work.

Aside from [his/her/their] academic achievements, [Student's Name] has also shown [leadership qualities/involvement in activities], which speaks volumes about [his/her/their] character and dedication.

I wholeheartedly recommend [Student's Name] for [Program Name]. I am confident that [he/she/they] will bring the same enthusiasm and commitment to [his/her/their] studies at your institution as [he/she/they] has shown at [Your Institution].

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

Sincerely,

[Your Name]