

Letter of Recommendation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[University/Institution Name]

[Department Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for admission to [Graduate School Program] at [University Name]. As [his/her/their] [Your Position, e.g., professor, supervisor] during [his/her/their] time at [Your Institution/Company], I had the pleasure of witnessing [his/her/their] exceptional skills and dedication firsthand.

[Applicant's Name] consistently demonstrated a strong aptitude for [specific skill or knowledge area]. One of the most impressive projects [he/she/they] undertook was [briefly describe a relevant project or experience]. This experience highlighted [his/her/their] ability to [specific skill or trait].

Beyond [his/her/their] academic prowess, [Applicant's Name] is also a natural leader. [He/She/They] often takes the initiative to help fellow classmates and contributes positively to group dynamics. [His/Her/Their] collaborative spirit and ability to communicate effectively make [him/her/them] an exceptional candidate for your program.

I am confident that [Applicant's Name] will bring the same level of enthusiasm and commitment to [Graduate School Program] as [he/she/they] has shown at [Your Institution/Company]. I wholeheartedly recommend [him/her/them] for admission.

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

Sincerely,

[Your Name]

[Your Title]

[Your Institution/Company]

[Your Address]

[City, State, Zip Code]