

[Your Name]

[Your Title]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Admissions Committee]

[Graduate School Name]

[School Address]

[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to provide my strong academic reference for [Applicant's Name], who is applying to [Graduate Program Name] at [University Name]. I have had the pleasure of knowing [Applicant's Name] for [duration] as their [your relationship, e.g., professor, research advisor] at [Your Institution].

[Applicant's Name] is an outstanding student with remarkable qualities that make them a strong candidate for your program. During [his/her/their] time in my [Course Name or Project], [he/she/they] demonstrated exceptional skills in [mention specific skills or qualities, e.g., critical thinking, research, collaboration].

Furthermore, [he/she/they] has consistently shown a genuine passion for [field of study], which was particularly evident in [an example of specific work or project]. [Applicant's Name]'s ability to [mention other qualities, such as problem solving, leadership, etc.] truly sets [him/her/them] apart from [his/her/their] peers.

I believe that [Applicant's Name] will thrive in [Graduate Program Name] and make significant contributions to the [field/department]. I highly recommend [him/her/them] without any reservations.

Should you require any further information, please feel free to contact me at [Your Email] or [Your Phone Number].

Sincerely,

[Your Name]

[Your Title]