

# Letter of Recommendation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Admission Committee's Name]

[Graduate Program's Name]

[University's Name]

[University's Address]

[City, State, Zip Code]

Dear Members of the Admission Committee,

I am writing to wholeheartedly recommend [Student's Name] for your graduate program in [Program Name] at [University Name]. I have had the pleasure of knowing [Student's Name] for [duration] while they were [briefly describe the context, e.g., student in your class, research assistant].

[Student's Name] has demonstrated exceptional [skills or qualities relevant to the program] and has consistently shown a passion for [related field or subject]. Their ability to [specific example of a skill or achievement] was particularly impressive and indicative of their suitability for advanced study.

In addition to their academic strengths, [Student's Name] exhibits excellent [soft skills, e.g., teamwork, communication] which makes them stand out among their peers. This was evident when [describe a situation highlighting their skills].

I am confident that [Student's Name] will be an asset to your program and contribute significantly to the academic community at [University Name]. I strongly support their application and encourage you to consider them favorably.

Thank you for considering this recommendation. Please feel free to contact me at [phone number] or [email address] should you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]