

Letter of Recommendation

[Your Name]
[Your Title]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

[Admissions Committee]
[Graduate School Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am pleased to write this letter of recommendation for [Applicant's Name] as they apply for the [specific program] at [Graduate School Name]. I have had the pleasure of knowing [Applicant's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Organization]. During this time, I have been continuously impressed by their [mention specific qualities, skills, or experiences].

[Provide specific examples of the applicant's skills, achievements, and contributions. Mention projects, coursework, or experiences relevant to the intended program of study. Discuss their character and how they would succeed in a graduate program.]

[Applicant's Name] has demonstrated [mention any relevant skills, abilities, or characteristics] that make them a strong candidate for your program. I am confident that they will bring their commitment to excellence and enthusiasm for learning to [Graduate School Name].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any more information or insights regarding [Applicant's Name].

Thank you for considering this application.

Sincerely,

[Your Name]
[Your Position]