

## Instructions for Writing a Recommendation Letter

### 1. Header and Salutation

- Use official letterhead if available.
- Date the letter.
- Use a formal salutation like “To Whom It May Concern” or address it to the specific university/program (if known).

### 2. Opening Paragraph

- Introduce yourself (your name, position, institution).
- State your relationship with me (how you know me and for how long).
- Mention the purpose of the letter (e.g., supporting my application to a specific program).

### 3. Body Paragraphs

- Describe my academic strengths, skills, or personal qualities (e.g., motivation, analytical thinking, leadership, teamwork).
- Share specific examples of my work, achievements, or class participation.
- Highlight any relevant experiences (e.g., research, projects, presentations).

### 4. Closing Paragraph

- Strongly endorse my candidacy.
- Express confidence in my ability to succeed in the program.
- Offer to provide further information if needed.

### 5. Signature Block

- Full Name
- Title
- Department/Institution
- Email and/or Phone Number

### Additional Notes:

- Keep the letter 1 page long.
- Use a formal and positive tone.
- Please send the letter back to me (or directly to the university, if required) by [insert deadline].

Let me know if you need any further information about the program or my academic background. Thanks again for your support!

Best regards,  
[Your Full Name]