

Recommendation Letter Template

[University or Department Letterhead]

[Date]

To Whom It May Concern,

I am pleased to write this letter of recommendation for [Applicant's Full Name], who is applying for [Program Name] at [University/Institution Name]. I have known [Applicant's Name] for [Duration] in my capacity as [Your Title] at [Institution Name].

During this time, I have found [him/her/them] to be a [adjective: e.g., dedicated, motivated, intellectually curious] individual with strong academic potential. [He/She/They] has excelled in [mention relevant coursework or projects] and consistently demonstrated [key qualities: e.g., critical thinking, leadership, teamwork].

One notable example of [his/her/their] abilities was [brief description of a project, paper, or experience], which highlighted [his/her/their] creativity and determination. In addition to academic achievements, [he/she/they] has shown a commitment to [extracurricular involvement, community work, or research].

I am confident that [Applicant's Name] will be a valuable addition to your program and will thrive in a rigorous academic setting. I highly recommend [him/her/them] for admission.

Please feel free to contact me at [Your Email] if you require any additional information.

Sincerely,

[Your Full Name]

[Your Position/Title]

[Department, Institution]

[Email Address]

[Phone Number]