

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

[Recipient's Name]
[Title/Position]
[Graduate Program/Institution]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for admission to [Graduate Program] at [Institution]. I have had the pleasure of working with [Student's Name] in [context, e.g., as their professor, supervisor, etc.] for [duration of time].

During this time, I have been impressed by [specific qualities, skills, or achievements]. [Student's Name] demonstrates [qualities such as motivation, critical thinking, teamwork, etc.]. One particular example of this is when [specific example illustrating the student's strengths].

I believe that [Student's Name] will excel in [specific program or field] due to their [attributes or experiences relevant to the graduate program]. I have no doubt that they will contribute positively to your academic community and pursue their studies with great passion.

In conclusion, I highly recommend [Student's Name] for your graduate program. If you require any further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Position/Title]