

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

Dear [Recipient Name/Admissions Committee],

I am writing to wholeheartedly recommend [Applicant's Name] for admission to [specific graduate program] at [University/College Name]. As [your relationship to the applicant, e.g., their professor, supervisor], I have had the pleasure of working with [Applicant's Name] for [duration of time] in [context, e.g., a course, research project, etc.].

[In this paragraph, describe the applicant's skills, characteristics, and accomplishments that are relevant to the graduate program. Provide specific examples that demonstrate their abilities and potential for success in graduate studies.]

[In this paragraph, discuss the applicant's work ethic, commitment, and any contributions they have made to the field or community that exemplify their readiness for graduate study.]

I am confident that [Applicant's Name] will bring the same dedication and passion to [University/College Name] as they have demonstrated during our time together. [Resume with a strong closing statement about their potential and a reiteration of your recommendation.]

Please feel free to contact me at [your phone number] or [your email address] if you have any further questions or require additional information.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Institution/Organization]