

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Admissions Office]  
[College/University Name]  
[Institution 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 admission to [College/University 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 consistently impressed by [his/her/their] [mention key qualities: work ethic, intelligence, creativity, etc.]. [Provide specific examples of achievements or contributions that highlight these qualities]. [Applicant's Name] has demonstrated exceptional [skills/attributes related to the field of study], particularly [mention specific instance or project]. This experience shows [his/her/their] commitment and passion for [related field/subject]. Beyond academics, [Applicant's Name] is also actively involved in [mention extracurricular activities, volunteer work, or leadership roles]. [Describe the impact of these activities on the applicant's development]. I am confident that [Applicant's Name] will bring [his/her/their] strong work ethic, enthusiasm, and dedication to [College/University Name]. I highly recommend [him/her/them] without reservation for admission. Thank you for considering this exceptional candidate. Please feel free to contact me if you have any further questions.  
Sincerely,  
[Your Name]  
[Your Position]  
[Your Institution/Organization]