

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

Admissions Office
Grand Valley State University
[Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am pleased to write this letter of recommendation for [Applicant's Name], who is applying to [specific program or major] at Grand Valley State University. I have had the pleasure of knowing [him/her/them] for [duration] in my role as [your position and relationship to the applicant].

During this time, I have been consistently impressed by [Applicant's Name]'s [specific skills, qualities, or achievements]. [Provide specific examples of accomplishments or experiences that demonstrate the applicant's capabilities.]

[Applicant's Name] is not only remarkable in terms of academic performance but also shows strong [mention other qualities such as leadership, teamwork, dedication, etc.]. [Add additional supporting details or anecdotes that highlight these traits.]

I am confident that [Applicant's Name] will bring this same level of commitment and excellence to the programs at Grand Valley State University. [He/She/They] possesses the skills and determination to succeed and contribute positively to your academic community.

Thank you for considering this exceptional candidate. 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]
[Your Institution/Organization]