

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

Admissions Committee

JFK University

[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 degree] at JFK University. Having worked closely with [him/her/them] for [duration] in my capacity as [your position] at [your organization], I have witnessed [his/her/their] development and dedication firsthand.

[Applicant's Name] has consistently demonstrated [specific qualities or skills relevant to the program, e.g., leadership, analytical abilities, commitment to community service, etc.]. [Provide examples or anecdotes that illustrate these qualities.]

In addition to [his/her/their] academic strengths, [Applicant's Name] possesses [additional skills or traits, such as compassion, resilience, creativity]. For instance, [include a specific example that highlights these traits].

I have no doubt that [Applicant's Name] will bring [his/her/their] passion and dedication to JFK University and contribute positively to the academic community. [His/Her/Their] commitment to [specific field or topic] and strong work ethic will help [him/her/them] excel in [describe how the program will benefit the applicant].

I wholeheartedly recommend [Applicant's Name] for admission to JFK University. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

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