

[Your Name]
[Your Title]
[Your Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Committee]
[Graduate Program Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am pleased to write this letter of recommendation for [Candidate's Name] as they apply for [specific graduate program] at [University Name]. I have had the pleasure of knowing [Candidate's Name] for [duration] as their [professor/advisor/supervisor] in [specific course, project, or position].

During this time, I have observed [Candidate's Name]'s impressive abilities in [mention relevant skills or traits, e.g., analytical thinking, problem-solving, research skills]. [He/She/They] consistently demonstrated a strong commitment to [describe any relevant projects or activities]. For example, [provide a specific example of their work, achievements, or contributions].

[Candidate's Name] also shows exceptional [mention soft skills, such as teamwork, communication, leadership], which greatly contributed to [specific project, class, or environment]. [He/She/They] is not only a dedicated student but also a supportive peer, often helping fellow students with [describe specifics].

I am confident that [Candidate's Name] will be an excellent addition to your program. [He/She/They] possesses the intellectual curiosity and perseverance required to thrive in graduate studies. I strongly endorse [his/her/their] application and believe that [he/she/they] will contribute positively to your academic community.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]
[Your Institution]