

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

[Recipient's Name]
[Recipient's Title/Position]
[Graduate School Name]
[Graduate School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for admission to [Graduate Program Name] at [Graduate School Name]. I have had the pleasure of working with [Student's Name] for [duration] as [his/her/their] mentor at [Your Institution/Organization], where [he/she/they] demonstrated exceptional [qualities/skills related to the field].

Throughout our time together, [Student's Name] has consistently impressed me with [his/her/their] [specific skills, qualities, or achievements]. For instance, [provide a specific example that illustrates these qualities]. This not only showcases [his/her/their] capabilities but also highlights [his/her/their] dedication to [field of study].

In addition to [his/her/their] academic and technical skills, [Student's Name] possesses strong [interpersonal skills/leadership abilities/etc.], as evidenced by [provide an example]. [He/She/They] is known for [his/her/their] willingness to collaborate and [positive trait].

I am confident that [Student's Name] will thrive in [Graduate Program Name], bringing [his/her/their] unique perspective and [specific qualities] to contribute meaningfully to the academic community.

[He/She/They] has my highest recommendation for admission to your program.

Thank you for considering [Student's Name]'s application. 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]