

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Admissions Committee]
[Graduate School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name or Admissions Committee],
I am writing to wholeheartedly recommend [Candidate's Name] for admission to [Graduate Program Name] at [Graduate School Name]. I have had the pleasure of knowing [Candidate's Name] for [duration] as [his/her/their] [relationship with candidate, e.g., professor, supervisor] at [Institution/Organization Name].

During my time working with [Candidate's Name], I have been consistently impressed by [his/her/their] [mention specific qualities, skills, or achievements relevant to the graduate program]. For example, [give a brief anecdote or example demonstrating these qualities].

[Candidate's Name] has demonstrated a strong commitment to [field/subject] through [mention relevant experiences, projects, or initiatives]. [His/Her/Their] ability to [mention relevant skills or attributes] sets [him/her/them] apart from peers.

I am confident that [Candidate's Name] possesses the intellectual curiosity, dedication, and skills necessary to excel in [Graduate Program Name]. I believe [he/she/they] will contribute positively to your program and the wider academic community.

In conclusion, I highly recommend [Candidate's Name] for admission to [Graduate Program Name] at [Graduate School Name]. Please feel free to contact me at [your phone number] or [your email] if you have any questions or require further information.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Institution/Organization]