

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

Admissions Committee

Oakland University

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I am writing to wholeheartedly recommend [Student's Name] for admission to Oakland University. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [Your Position] at [Your Institution/Organization].

During this time, I have been consistently impressed with [Student's Name]'s [specific skills, qualities, or achievements]. [He/She/They] demonstrates [qualities such as determination, creativity, leadership skills, etc.], which I believe will greatly contribute to the dynamic community at Oakland University.

One of the standout examples of [his/her/their] capabilities was when [provide specific example or anecdote that showcases the student's strengths]. This experience not only highlights [his/her/their] ability to [specific skills or traits] but also reflects [his/her/their] commitment to [relevant values or goals].

I have no doubt that [Student's Name] will thrive at Oakland University and bring [his/her/their] unique perspectives to the university community. I enthusiastically recommend [him/her/them] for admission, as I am confident that [he/she/they] will excel in [his/her/their] academic and extracurricular pursuits.

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title]

[Your Institution/Organization]