

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

Dear [Recipient Name or "Admissions Committee"],

I am writing to highly recommend [Applicant's Name] for admission to [Graduate Program Name] at [University Name]. I have had the pleasure of knowing and working with [Applicant's Name] for [duration] as their [Your Position/Relationship] at [Your Institution/Organization].

During this time, [he/she/they] has consistently demonstrated [mention specific qualities, skills, or accomplishments]. For example, [provide a specific example or anecdote that illustrates these qualities].

[Applicant's Name] has a profound passion for [relevant field or subject matter] and has shown a remarkable ability to [mention relevant skills or contributions]. [He/She/They] is not only academically talented but also possesses strong [mention interpersonal skills, leadership qualities, etc.].

Based on [his/her/their] performance and dedication, I am confident that [Applicant's Name] will excel in [Graduate Program Name] and contribute positively to your academic community.

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 Name]  
[Your Title]  
[Your Institution]  
[Your Department]