

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

Dear [Recipient's Name],

I am writing to formally recommend [Student's Name] for admission to the [specific graduate program name] at [University Name]. I have had the pleasure of teaching and mentoring [him/her/them] during [his/her/their] time at [Your Institution] as [his/her/their] [Your Course/Subject] instructor.

Throughout the course, [Student's Name] demonstrated exceptional dedication and a strong aptitude for the subject matter, achieving an SGPA of [specific SGPA]. This academic performance reflects [his/her/their] commitment to [his/her/their] studies and [his/her/their] ability to excel in demanding situations.

[Student's Name] is not only academically gifted but also possesses remarkable analytical and problem-solving skills. [He/She/They] consistently approached projects with creativity and critical thinking, often going above and beyond to engage with the material. [He/She/They] actively participated in class discussions, showcasing [his/her/their] ability to articulate complex ideas clearly.

In addition to [his/her/their] academic achievements, [Student's Name] has also demonstrated strong leadership and teamwork skills. [Include anecdote about a project or teamwork experience]. This experience solidified [his/her/their] ability to work collaboratively and effectively communicate with peers.

I have no doubt that [Student's Name] will bring this same level of enthusiasm and commitment to [University Name]. [He/She/They] is truly deserving of this opportunity, and I wholeheartedly endorse [his/her/their] application for the graduate program.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

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