

**\*\*Recommendation Letter Outline\*\***

**1. \*\*Header\*\***

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

**2. \*\*Salutation\*\***

- "Dear [Recipient's Name/Admissions Committee],"

**3. \*\*Introduction\*\***

- Your relationship to the student
- Duration of your acquaintance
- General statement about the student's character or accomplishments

**4. \*\*Body Paragraph 1: Academic Performance\*\***

- Specific examples of the student's academic strengths
- Relevant coursework or projects
- Observations on their work ethic and intellectual curiosity

**5. \*\*Body Paragraph 2: Personal Qualities\*\***

- Description of the student's interpersonal skills
- Examples of teamwork, leadership, or initiative
- Character traits that make them stand out

**6. \*\*Body Paragraph 3: Achievements and Contributions\*\***

- Notable achievements (awards, projects, extracurricular activities)
- Contributions to the school/community
- Any special skills or talents

**7. \*\*Conclusion\*\***

- Summary of your recommendation
- Statement of confidence in the student's future success
- Offer to provide additional information if needed

**8. \*\*Closing\*\***

- "Sincerely,"
- Your Name
- Your Title/Position

**9. \*\*Optional: Enclosure\*\***

- Note if there are any additional documents enclosed with the letter (e.g., resume, transcripts)