

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

Dear [Recipient Name or "Admissions Committee"],
I am writing to recommend [Student's Name] for admission to [Graduate Program Name] at [School Name]. I have had the pleasure of knowing and working with [Student's Name] for [time period] in my capacity as [Your Position] at [Your Institution/Organization].

[In this paragraph, provide specific examples of the student's qualifications, skills, and accomplishments that make them a strong candidate for graduate school. Mention relevant coursework, projects, research, or experiences.]

[Continue to elaborate on the student's strengths, personal qualities, and any challenges they have successfully overcome. Provide insight into their character and potential for success in graduate study.]

Based on my experience with [Student's Name], I am confident that [he/she/they] will thrive in a rigorous academic environment and make meaningful contributions to your program. I strongly recommend [him/her/them] without any reservation.

Thank you for considering this application. Please feel free to contact me if you need any more information or further insights regarding [Student's Name].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Institution/Organization]