

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

Dear [Recipient Name],
I am writing to wholeheartedly recommend [Student's Name] for admission to [Program Name] at [University Name]. I have had the pleasure of knowing and working with [Student's Name] for [duration] as their [Your Position, e.g., professor, advisor] in [Course/Field of Study]. During this time, I have been consistently impressed with [his/her/their] ability to [describe specific skills, qualities, and contributions]. For example, [provide a specific instance or project that highlights the student's strengths].

[Student's Name] has shown exceptional dedication and passion for [Field/Subject], demonstrated by [mention relevant experiences such as internships, research projects, or presentations]. [He/She/They] is not only an outstanding student but also an excellent collaborator who brings out the best in peers.

I have no doubt that [Student's Name] will bring the same level of enthusiasm and commitment to [University Name] as [he/she/they] has shown in our program. I strongly endorse [his/her/their] application and believe [he/she/they] would be a valuable addition to your graduate program.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,
[Your Name]
[Your Position]
[Your Institution]