

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

Dear [Recipient Name or Admissions Committee],
I am pleased to recommend [Applicant's Name] for admission to [Specific Graduate Program] at [University Name]. As [your relationship to the applicant], I have had the pleasure of observing [him/her/them] [describe your interactions, e.g., as a student, employee, etc.].

[In this paragraph, describe the applicant's qualifications, skills, and experiences that make them a strong candidate for graduate school.

Include specific examples and accomplishments.]

[Here, use another paragraph to elaborate on the applicant's character and work ethic. Discuss any relevant personal qualities that stand out, as well as their potential for success in a graduate program.]

In summary, I highly recommend [Applicant's Name] for [Graduate Program] at [University Name]. I am confident that [he/she/they] will excel and contribute positively to your 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]