

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

Dear [Recipient Name or "Admissions Committee"],
I am writing to wholeheartedly recommend [Student's Name] for admission to [University Name] for [specific program or degree, e.g., Master's in Psychology]. I have had the pleasure of knowing [Student's Name] for [duration] as [his/her/their] [professor/mentor/supervisor] at [Your Institution/Organization], where [he/she/they] has consistently demonstrated [his/her/their] exceptional abilities and dedication. During [his/her/their] time in my [course/research project], [Student's Name] exhibited [specific qualities, skills, or traits, e.g., analytical skills, creativity, determination]. [He/She/They] stood out particularly in [describe a specific project, paper, or achievement] which [outcomes of the project, significance, impact].
Beyond [his/her/their] academic achievements, [he/she/they] is [mention any personal qualities, such as leadership, teamwork, dedication, etc.]. [Provide an example of a situation that highlights these qualities].
I have no doubt that [Student's Name] will thrive at [University Name] and contribute significantly to [the program/a specific community]. [His/Her/Their] thirst for knowledge and passion for [field of study] make [him/her/them] an ideal candidate for your esteemed institution. 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]