

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

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Applicant's Name] in support of their application for [specific program] at [University Name]. I have had the pleasure of knowing [Applicant's Name] for [duration] as [his/her/their] [professor, employer, etc.] in [context].

Throughout this time, I have been consistently impressed by [his/her/their] [qualities, skills, and strengths]. [Provide specific examples of the applicant's abilities, accomplishments, and contributions that demonstrate their suitability for graduate school].

[Discuss the applicant's academic performance, research experience, and relevant skills. Include any noteworthy projects or achievements that are pertinent to the program they are applying for.]

[Highlight personal attributes such as work ethic, teamwork, leadership, and passion for the field.]

In conclusion, I wholeheartedly recommend [Applicant's Name] for [specific program] at [University Name]. I am confident that [he/she/they] will bring the same dedication, enthusiasm, and excellence to your program as [he/she/they] has shown during our time together. Please feel free to contact me at [your phone number] or [your email] if you need any more information or further details.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Institution/Organization]