

LETTER OF RECOMMENDATION

Date: [Date of Letter]

FROM:

Recommender Name: [Recommender's Full Name]

Title: [Recommender's Title]

Institution/Organization: [Institution/Organization Name]

Address: [Institution/Organization Address]

City, State ZIP: [City, State, Zip Code]

Phone: [Recommender's Phone Number]

Email: [Recommender's Email Address]

TO:

Recipient: Admissions Committee

Institution: [Target Institution Name]

Address: [Target Institution Address]

City, State ZIP: [City, State, Zip Code]

Subject: Letter of Recommendation for [Student's Full Legal Name]

Dear Admissions Committee,

It is with great pleasure that I recommend [student's full legal name] for admission to your esteemed program. I have known [student's preferred name or nickname] for [duration of relationship] in my capacity as [recommender's relationship to student] during [academic context, e.g., the Advanced Calculus course in the 2023-2024 academic year]. [Student's preferred name or nickname] uses [student's pronouns].

Academic Performance

During our time together, I have consistently observed [student's preferred name or nickname]'s strong academic abilities. [Describe the student's academic performance, intellectual curiosity, analytical skills, and engagement in coursework. Provide specific examples of academic achievements, grades, or projects if available.]

Character and Qualities

Beyond academic performance, [student's preferred name or nickname] possesses commendable personal qualities. [Describe the student's personal attributes such as maturity, integrity, responsibility, work ethic, and interpersonal skills. Provide examples that illustrate these traits if available.]

Achievements and Potential

[Student's preferred name or nickname] has demonstrated [highlight specific achievements or contributions within the academic setting, if applicable, or general positive attributes]. I am confident that [student's preferred name or nickname] has the potential to succeed and contribute positively to your academic community.

[Student's preferred name or nickname] has not participated in extracurricular activities, held leadership roles, engaged in community service, completed special projects, overcome significant challenges, or demonstrated notable academic growth, cultural awareness, or unique contributions during the period I have known them.

Conclusion

In summary, I highly recommend [student's full legal name] for admission. I believe [student's preferred name or nickname]'s academic aptitude and personal character make [student's pronouns] a strong candidate for your program.

Sincerely,

[Recommender's Full Name]

[Recommender's Title]

[Institution/Organization Name]