

Your Name
Your Title
Department/Organization
Address
City, State ZIP Code
Email Address
Phone Number

Date

Admissions Office
College/University Name
College/University Address
City, State ZIP Code

Dear Admissions Committee,

I am writing to offer my wholehearted recommendation for [Student Name] in support of their application to your esteemed institution. As [Your Position/Relationship to Student] at [School/Organization], I have had the pleasure of working with [Student Name] for [duration], and I am confident that they possess the academic ability, character, and dedication necessary to succeed at your college.

During my time working with [Student Name], I have observed their outstanding intellectual curiosity, leadership skills, and commitment to their studies. [He/She/They] consistently demonstrates a strong work ethic and excels in both classroom and extracurricular activities.

[Student Name]'s keen analytical skills, creativity, and ability to collaborate with peers set [him/her/them] apart from [his/her/their] classmates. I have been especially impressed by [specific example, project, or achievement], reflecting [his/her/their] passion for learning and drive for excellence.

I am confident that [Student Name] will make valuable contributions to your academic community. I offer my highest recommendation and am available to provide further information if needed.

Sincerely,

[Your Name]
[Your Position/Title]