

[Advisor's Name]  
[Title/Position]  
[School/Organization]  
[Address]  
[City, State ZIP]  
[Email Address]  
[Phone Number]  
[Date]

Admissions Office  
[College/University Name]  
[Address]  
[City, State ZIP]

**Subject: Recommendation for [Student's Full Name]**

Dear Admissions Committee,

I am pleased to write this letter of recommendation for [Student's Full Name] as part of their application for admission to [College/University Name]. As the [role, e.g., faculty advisor] for the [Club/Organization Name] at [School/Organization Name], I have had the privilege of working with [Student's First Name] for the past [number] years.

During this time, [he/she/they] has/have demonstrated exceptional commitment, leadership skills, and a collaborative spirit that truly set [him/her/them] apart. [Student's First Name] consistently [describe key achievements, responsibilities, or qualities, e.g., led club initiatives, organized successful events, mentored other members].

[Describe specific example(s) showcasing the student's character, contributions, teamwork, or leadership qualities. For example: "One instance that stands out is when [Student's Name] organized our annual fundraising event, coordinating a team of peers, setting clear goals, and surpassing our target by 30%."]

[Student's First Name] is not only dedicated and hardworking, but also possesses an eagerness to help others and a genuine passion for [club field/interest]. I am confident that [he/she/they] will bring this same level of enthusiasm, maturity, and initiative to the academic and extracurricular community at [College/University Name].

Please feel free to contact me if you require any further information or insight regarding [Student's First Name] and [his/her/their] contributions.

Sincerely,

[Advisor's Name]  
[Title/Position]  
[School/Organization Name]