

Your Name
Your Title/Position
Organization Name
Address Line 1
City, State ZIP Code
Email Address
Phone Number

Date: _____

Admissions Office
University Name
Address Line 1
City, State ZIP Code

Subject: Leadership Recommendation for [Student Name]

Dear Admissions Committee,

I am pleased to write this letter of recommendation for [Student Name] as part of their application to your esteemed university. As [your relationship to the student, e.g., the student's teacher/coach/advisor] at [School/Organization Name], I have had the privilege of witnessing [his/her/their] outstanding leadership qualities firsthand.

[Student Name] consistently demonstrates initiative and responsibility, often taking the lead in group assignments and extracurricular activities. [He/She/They] excels at motivating peers, facilitating communication, and ensuring tasks are completed efficiently. One notable example is when [describe a specific situation or project where the student exhibited leadership].

Furthermore, [Student Name] shows integrity, empathy, and a willingness to help others. [He/She/They] not only pursues personal academic excellence but also encourages classmates to achieve their best.

I am confident that [Student Name] will bring the same level of dedication, creativity, and leadership to your university community. Please feel free to contact me if you require additional information.

Sincerely,

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