[INSERT THE DATE OF SENDING]

[INSERT THE NAME OF THE DESIRED RECIPIENT]

[INSERT THE MAILING ADDRESS]

[INSERT THE POSITION OF THE DESIRED RECIPIENT]

Recommendation Letter: [INSERT THE NAME OF THE APPLICANT]

Dear Mr. [INSERT NAME OF THE DESIRED RECIPIENT],

[INSERT NAME OF THE APPLICANT] is a phenomenal young student. As someone who worked and supervised her closely, I have seen numerous cases of her ability and hardworking attitude. I comprehend that [INSERT NAME OF THE APPLICANT] is applying to an education program at your school. I would like to highly suggest her for confirmation and acceptance.

The applicant has remarkable academic abilities. She can effectively outdo various assignments with positive outcomes, earning the admiration of both the faculty and her fellow students.

I should likewise make note of the applicant’s uncommon scholarly execution. In her class, [INSERT NAME OF THE APPLICANT] graduated with distinction. She is better than expected and her solid core interest is something but excellent.

In the event that your education program is looking for unrivaled applicants with a record of accomplishment, [INSERT NAME OF THE APPLICANT] is a brilliant decision.

In conclusion, I might want to repeat my solid suggestion for [INSERT NAME OF THE APPLICANT]. In the event that you have any further inquiries with respect to his capacity or this proposal, please do not hesitate to contact me.

Sincerely Yours,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[INSERT POSITION NAME]

Signature