[NAME OF ADDRESSEE]

[TITLE]

[NAME OF UNIVERSITY]

[ADDRESS]

[CITY, STATE]

[DATE]

Dear [NAME OF ADDRESEE],

It is my pleasure to recommend [NAME OF STUDENT] for admission to [NAME OF UNIVERSITY OR DEPARTMENT]. I have known [STUDENT] for [NUMBER] years and have had the pleasure of being his/her instructor at [NAME OF AUTHOR’S SCHOOL]. During that time I watched him/her grow into the outstanding individual that he/she is today.

I was introduced to this exemplary student with extraordinary strength in [ACADEMIC STRENGTH]. More than that, he/she has shown to have [POSITIVE PERSONAL TRAITS] that I believe makes him/her a good candidate for your school.

Watching this student grow into the person that he/she is today has been my pleasure, and I highly recommend that you admit him/her in your university for the [NAME OF PROGRAM]. I am confident that he/she will make an excellent addition to your community, not only for his/her intellectual capacity, but also for his/her social abilities and commendable character as well.

Please do not hesitate to contact me if you have any questions regarding [STUDENT]’s character or past academic work, and I will provide you with the details.

Sincerely,

[NAME OF SENDER]

[POSITION]

[NAME OF SCHOOL/UNIVERSITY]