[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 individual. As someone who worked and supervised him closely, I have seen numerous cases of his ability and have for quite some time been inspired by his constancy and hardworking attitude. I understand that [INSERT NAME OF THE APPLICANT] is applying to a college program at your school. I might want to suggest him for confirmation and acceptance.

The applicant can effectively outdo various assignments with positive outcome and enthusiasm. I should likewise make note of the applicant’s uncommon scholarly execution. [INSERT NAME OF THE APPLICANT] graduated with distinction making him an excellent student.

In the event that your college program is looking for unrivaled applicants with a record of accomplishment, [INSERT NAME OF THE APPLICANT] is a brilliant decision. He has reliably shown a capacity to meet people's high expectations every time.

In the event that you have any further inquiries with respect to his capacity or this proposal, please do not hesitate to contact me.

With great thanks,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[INSERT POSITION NAME]

Signature