**Letter of Recommendation for Student**

Address, City, ST, Zip | Phone # | email address

[Today’s Date]

[Addressee Name]

[Addressee Title]

[University Name]

[University Street Address]

[City, State, Zip]

Dear [Dean of Admissions/Admissions Officer’s Name/Admissions Committee],

It is my great pleasure to recommend [Name of Student] for admission to [Name of University/Department]. I have known [Student] for [X years] and was delighted to serve as his [relation to student(teaching/coaching/advising)] at [Your School]. During that time, I watched [Student] grow into an outstanding individual who excels in both his academic and personal pursuits.

As [Student’s] [relation to student], I witnessed his extraordinary [1-2 intellectual strengths] first hand. His [example of relevant academic work] was particularly impressive. In it he [details of academic work showcasing aforementioned intellectual strengths].

[Student’s] academic accomplishments are rivaled only by his personal strengths. His [2-3 positive personal traits] are beyond his years and he is well-loved by his peers, as well as all those who have had the pleasure of teaching him. When [scenario/challenge/situation/etc.], he [performed X action displaying aforementioned personality trait.]

I highly recommend you accept [Student] for [X University program]. I am confident he will make an excellent addition to your university's community. Please feel free to contact me if you have any questions regarding his character or past academic work.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your School]