**Letter of Recommendation for Graduate School**

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 Graduate School Program]. I got to know [Student] as her [relation to student(professor/coach/advisor)] at [Your University]. During that time, I was thoroughly impressed by [Student’s] commitment to [field of master’s program student is applying for].

While studying in [student’s university and undergraduate program/specific class relevant to target progam], [Student] demonstrated extraordinary [1-2 intellectual strengths]. Her [example of academic work related to, or applicable to the field of target graduate program] was already on a level that would usually only be expected from a master’s student. In it she [details of academic work showcasing abilities and strengths relevant or applicable to field].

In addition to [Student’s] exceptional accomplishments in [field of master’s program student is applying for] as an undergraduate, her [2-3 positive personal traits] made her an outstanding member of [Your University’s] community. As [role at university outside of academics (club/student government/etc.)] she [performed X action(s) displaying aforementioned personality trait.]

It is my strong opinion that [Student] would be a tremendous addition to [University’s] [X graduate program], and she has my highest recommendation. Please feel free to contact me if you have any questions regarding her character or past academic work.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your University]