**SAMPLE LETTER OF RECOMMENDATION**

To Whom It May Concern

Date: 4thSeptember 2014

Subject: recommendation letter for graduation school

Respected Sir/Ma’am,

I am writing this letter to recommend a candidate for your graduation school. I would like to recommend Miss Jane Smith for the course, and I hope that you will consider my recommendation.

I have known Miss Smith for the last 5 years. She was my student and was under my supervision during this period. I taught her in the capacity of her Mathematics teacher and can say for a fact that Jane is a brilliant student. She is highly innovative and creative and is very good in multi-tasking. In various team tasks assigned to her, she had displayed excellent leadership qualities.

If you are looking for extraordinary students for your graduation program, then I can assure you that Jane would be a perfect student for you. Whatever task she picks up, she completes it with utmost dedication. I am sure she would pursue graduation course with same sincerity and dedication.

I would like to recommend Jane for the graduation program in your school. I am sure she would be a brilliant student at your college.

Yours Sincerely,

Sam William