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

The applicant has remarkable authoritative abilities. He can effectively outdo various assignments with positive outcomes, he not just headed the task, but he also guaranteed its prosperity by showing the school faculty and administration capacities that his schoolmates both appreciated and regarded.

I should likewise make note of the applicant’s uncommon scholarly execution. Out of a class, [INSERT NAME OF THE APPLICANT] graduated with distinction. He is better than expected and his immediate outcome of his diligent work and solid core interest is something but excellent.

In the event that your student 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 that he should confront.

And in conclusion, I might want to rehash my recommendation for [INSERT NAME OF THE APPLICANT]. 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