

Recommender's contact info
Recommendation should ideally be on
company letterhead

[SENDER'S NAME]
[SENDER'S ADDRESS]
[SENDER'S CONTACT NUMBER]
[SENDER'S EMAIL ADDRESS]

[DATE]

[RECIPIENT'S NAME]
Office of the Registrar
[NAME OF THE GRADUATE SCHOOL]
[ADDRESS]

Dear Mr./Ms. _____:

I highly recommend [NAME OF THE CANDIDATE] as a candidate for graduate school. I have worked with _____ in my capacity as [POSITION] of the Department of [DEPARTMENT] at [NAME OF THE SCHOOL].

While he/she was a student at the university, _____ was able to maintain a GPA of [GPA] while taking a full load of classes as well as seminars. He/she is a consistent honor student, and while he/she was under me, he/she excelled as the top student. Other instructors and professors in the same department talk highly of his/her performance.

In addition to him/her being a dedicated student, he/she also worked at _____ in various job positions to help him/her with all the expenses.

He/she does the tasks given to him/her with a positive attitude. He/she is able to establish camaraderie and wonderful rapport with people of all ages and has excellent written and verbal communication skills.

He/she would be a valuable asset to your program and I highly recommend him/her. If you have further questions regarding his/her background or qualifications, please do not hesitate to contact me.

Sincerely,

[NAME AND SIGNATURE]

Recipients info
(if you know it)

Formal greeting:
To whom it may concern
To the admissions committee
If you have a specific name, try
to use it, with the formal title

Strong
statement of
support

2-4 attributes
that make the
student stand
out

Restate your
support and
offer to answer
additional
questions.