\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Institution]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Phone Number or Email Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Date]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Institution]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Phone Number or Email Address]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s name],

It is with great enthusiasm that I write to recommend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name] for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Course/degree applied for] at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of institution offering this course/degree]. Having had the pleasure of engaging with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name] as their \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Relation to applicant] for \_\_\_\_\_\_ [Time] at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of institution], I have been impressed by their commitment to achieving and maintaining a high standard in all endeavors. This positions me well to attest to their suitability for this application.

During their tenure in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s field of study/interest], \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name] has consistently demonstrated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s attribute/skill]. A notable achievement was their commitment in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Description of achievement]. As a result, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of achievement].

Moreover, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant's name] has shown remarkable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s attribute/skill] through their involvement in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Description of achievement]. Because of this, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of achievement].

Beyond \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name]’s accomplishments in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s field of study/interest], they have made significant contributions to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Description of achievement], showcasing their \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s attribute/skill]. Through these contributions, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of achievement].  
  
To conclude, I am confident in recommending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name] for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Course/degree applied for]. I have no doubt that they will continue to grow and inspire others in their future endeavors.

I am happy to provide any additional information or discuss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name]’s journey further. I can be reached at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s phone or email].

Sincerely,  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Department or Title]  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Email or Phone]