

Recommendation Letter Template

[Your Letterhead or Department Name]

[Date]

[Recipient Name and Address]

Dear [Recipient Name],

I am writing to recommend [Student Name] for [purpose of recommendation]. I have had the pleasure of working with [Student Name] for [length of time] and have been consistently impressed with [his/her] [characteristics or qualifications that make the student a strong candidate].

[Optional paragraph: Provide specific details about your relationship with the student and your experiences working together.]

[Student Name] is an exceptional candidate for [purpose of recommendation] due to [his/her] [academic achievements, leadership experiences, work experience, personal qualities, or other relevant qualifications]. [Provide specific examples and anecdotes that illustrate these qualities].

[Optional paragraph: Provide balanced and constructive feedback about areas of improvement, if necessary.]

In summary, [Student Name] is an outstanding individual who has demonstrated [his/her] ability to [characteristic or qualification relevant to the purpose of recommendation]. I strongly recommend [him/her] for [purpose of recommendation] and I am confident that [he/she] will excel in [his/her] future endeavors.

Please do not hesitate to contact me if you require any further information.

Sincerely,

[Your Name] [Your Title] [Your Contact Information]