

Formal Letter of Recommendation Sample from Professor

A **formal letter with recommendation sample from professor** provides a structured template that demonstrates how an academic or professional endorsement is presented. This letter typically highlights the student's strengths, achievements, skills, and qualifications as observed by the professor, serving as a credible support for applications to universities, jobs, internships, or scholarships. The format adheres to formal writing conventions, including a clear introduction, detailed body with specific examples, and a respectful closing that reaffirms the professor's recommendation.

Sample Template

[Professor's Name]
[Title/Position]
[Department/Faculty]
[University Name]
[University Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

To Whom It May Concern,

I am pleased to write this letter of recommendation for **[Student's Full Name]**, who was my student in the **[Course Name]** course during the **[Semester/Year]** at **[University Name]**.

During my time working with [Student's Name], I was impressed by their dedication to their studies, intellectual curiosity, and exemplary performance in the classroom. [He/She/They] consistently demonstrated a strong work ethic and a passion for learning, which was reflected in [his/her/their] outstanding grades and class participation. Notably, [Student's Name] excelled in assignments that required critical thinking and problem-solving skills, particularly in [specific example or project].

Beyond academic accomplishments, [Student's Name] was an active contributor to group discussions and often assisted classmates, displaying strong leadership abilities and teamwork. [He/She/They] also participated in **[extracurricular activities, research projects, or internships]**, further showcasing [his/her/their] initiative and commitment.

I am confident that [Student's Name] will bring the same diligence, intelligence, and excellence to **[program/job/internship/scholarship]** as [he/she/they] has to my class. I strongly recommend [him/her/them] for this opportunity without reservation.

Please feel free to contact me at [phone number] or [email address] if you require further information.

Sincerely,
[Professor's Name]
[Title/Position]
[Department/Faculty]
[University Name]