

# Formal Letter with Recommendation Sample for University Admission

This document provides a **formal letter with recommendation sample for university admission**, demonstrating how to effectively endorse a candidate's academic abilities, personal qualities, and potential for success in higher education. It includes a clear introduction of the recommender, specific examples of the applicant's achievements and character, and a strong concluding statement of support, ensuring the letter is persuasive and professional for admission committees.

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Date: June 20, 2024

Admissions Office  
[University Name]  
[University Address]  
[City, State, ZIP Code]

Dear Members of the Admissions Committee,

I am writing to offer my wholehearted recommendation for **[Applicant's Full Name]** in support of their application for admission to **[Program Name]** at **[University Name]**. As **[your position, e.g., "the Head of the Science Department"]** at **[Your School/Institution]**, I have had the pleasure of teaching and mentoring **[Applicant's Name]** over the past **[number of years]**. During this time, I have been consistently impressed by their academic achievements, commitment to personal growth, and contributions to our school community.

**[Applicant's Name]** distinguishes themselves with exceptional analytical skills and a passion for learning- qualities evident in their consistently high performance in my Advanced Biology class, where they achieved the highest grade among their peers. Beyond academics, **[he/she/they]** has demonstrated strong leadership as the president of the Science Club, organizing community outreach events and leading our team to the regional science competition.

Furthermore, **[Applicant's Name]** is admired for their integrity, empathy, and dedication to helping others. They regularly volunteer at local shelters and have earned the respect and trust of both students and faculty. **[His/Her/Their]** ability to balance rigorous coursework with extracurricular involvement is a testament to **[his/her/their]** exceptional time management and determination.

I am confident that **[Applicant's Name]** possesses the intellectual curiosity, drive, and resilience necessary to excel at **[University Name]**. I strongly encourage you to consider **[him/her/them]** for admission to your esteemed institution. Please feel free to contact me for any additional information or insight regarding this remarkable student.

Sincerely,  
**[Your Name]**  
**[Your Position]**  
**[Your School/Institution]**  
**[Contact Information]**  
**[Email Address]**