

# Reference Letter for Graduate School (Sample with Weak GPA)

Date: [Insert date]

To the Graduate Admissions Committee,

I am pleased to write this letter of recommendation on behalf of **[Applicant's Name]** for admission to your esteemed graduate program. As **[Your Title/Position]** at **[Your Institution]**, I have had the privilege of working with [Applicant's Name] for the past **[length of time]** in my capacity as **[your relationship to the applicant, e.g., instructor, research supervisor, etc.]**.

While [Applicant's Name]'s academic record may not fully reflect their potential, I have personally witnessed a determination and aptitude that goes well beyond grades. [He/She/They] has consistently demonstrated strong analytical thinking, perseverance, and a sincere passion for **[relevant field or subject]**. In particular, [Applicant's Name] stood out in my **[class/project/lab]** for exceptional critical reasoning and the ability to work effectively both independently and as part of a team.

[Applicant's Name]'s GPA was affected by **[briefly explain context, e.g., personal circumstances, balancing work and study, etc. – optional and only if appropriate]**, but I was continually impressed by [his/her/their] resilience and commitment to self-improvement. [He/She/They] sought feedback and took initiative to overcome academic challenges, reflecting a maturity and dedication that I believe will serve [him/her/them] well in graduate school.

Beyond academics, [Applicant's Name] has contributed significantly to **[mention any extracurricular activities, research, or relevant projects]**. [His/Her/Their] ability to manage multiple responsibilities and stay committed to professional growth highlights the qualities necessary for success in rigorous graduate-level work.

I am confident that [Applicant's Name]'s drive, intellectual curiosity, and commitment to personal and academic development will make [him/her/them] an asset to your graduate program. I highly recommend [him/her/them] without reservation. Please feel free to contact me at **[your email or phone number]** for any additional information.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Institution or Organization]

[Contact Information]