

Reference Letter Sample for Graduate School

[Your Name]
[Your Title/Position]
[Department/School/Organization]
[Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

Admissions Committee
[Graduate School Name]
[Department Name or Program Name]
[Address]
[City, State, ZIP Code]

Subject: Reference Letter for [Applicant's Name]

Dear Members of the Admissions Committee,

I am pleased to write this letter of recommendation for **[Applicant's Name]**, who is applying for admission to your esteemed graduate program in **[Program Name]** at **[Institution Name]**. I have had the privilege of working with **[Applicant's Name]** in my capacity as **[Your Relationship to Applicant, e.g., Professor, Supervisor]** for **[duration of relationship]**, and I am confident in their outstanding qualifications and commitment to academic excellence.

Throughout my association with **[Applicant's Name]**, I have been highly impressed by their intellectual abilities, work ethic, and perseverance. **[He/She/They]** consistently demonstrated a deep understanding of the subject matter in **[relevant course, project, or job]**, and actively contributed to class discussions and group projects. **[He/She/They]** possess exceptional analytical and problem-solving skills, as evidenced by **[specific example of achievement, research project, or paper]**.

In addition to **[his/her/their]** academic achievements, **[Applicant's Name]** exhibits strong leadership skills, maturity, and integrity. **[He/She/They]** is highly respected by peers and faculty alike, and continually seeks opportunities for growth and collaboration. **[His/Her/Their]** ability to balance multiple responsibilities while maintaining high standards of performance speaks to **[his/her/their]** organizational abilities and dedication.

I am confident that **[Applicant's Name]** will be an asset to your graduate program. **[He/She/They]** has demonstrated the intellectual curiosity, motivation, and resilience necessary to succeed in advanced studies. I offer my strongest endorsement and encourage you to give **[his/her/their]** application your highest consideration.

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

Sincerely,
[Your Name]
[Your Title/Position]