

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]