

# Formal Letter of Recommendation for Graduate School

A **formal letter of recommendation for graduate school** serves as a professional endorsement highlighting a candidate's academic achievements, skills, and potential for advanced study. This letter typically includes an introduction of the recommender, a detailed evaluation of the applicant's qualifications, specific examples of their accomplishments, and a strong concluding endorsement. Below is a template to guide the structure and content of an effective recommendation letter, ensuring it meets the formal standards expected by graduate admissions committees.

## Letter Template

[Your Name]  
[Your Title/Position]  
[Department/Organization/Institution]  
[Street Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Admissions Committee]  
[Graduate Program Name]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am pleased to write this letter of recommendation for **[Applicant's Full Name]**, who has applied to the **[Graduate Program Name]** at **[University Name]**. In my capacity as **[Your Position]** at **[Your Department/Institution]**, I have had the privilege of knowing and working with **[Applicant's First Name]** for **[duration]** as **[his/her/their]** **[professor/supervisor/colleague]**.

During this time, **[Applicant's First Name]** has consistently demonstrated outstanding academic abilities, intellectual curiosity, and a strong work ethic. For example, in my course **[Course Name or Project]**, **[he/she/they]** excelled by **[describe specific achievements, research projects, presentations, etc.]**. **[He/She/They]** is particularly adept at **[mention relevant skills or qualities]**, which is evident through **[specific examples or accomplishments]**.

In addition to **[his/her/their]** academic strengths, **[Applicant's First Name]** exhibits excellent communication, leadership, and analytical skills. **[He/She/They]** regularly contributed thoughtful insights during discussions and worked collaboratively on group projects, often taking a leading role to achieve group objectives.

Based on **[his/her/their]** proven track record of academic excellence and personal integrity, I am confident that **[Applicant's First Name]** will thrive in the rigorous environment of your graduate program and make valuable contributions both academically and professionally. I give my strongest endorsement to **[his/her/their]** application to **[Graduate Program Name]** at **[University Name]**.

Should you require any further information, please do not hesitate to contact me at **[Your Email Address]** or **[Your Phone Number]**.

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