

Formal Letter of Recommendation for Graduate School

[Your Name]
[Your Title/Position]
[Department, Organization/Institution]
[Address Line 1]
[Address Line 2]
[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 writing to offer my enthusiastic recommendation for **[Applicant's Full Name]** as a candidate for admission to your esteemed graduate program in **[Program/Major Name]**. As **[your relationship to applicant: e.g., professor, research supervisor]** at **[Institution/Department]** for the past **[duration]**, I have had the pleasure of observing **[Applicant's First Name]**'s remarkable intellectual abilities, dedication, and passion for learning.

During **[his/her/their]** time in my **[course/lab/project]**, **[Applicant's First Name]** consistently demonstrated superior analytical skills, creative problem-solving, and excellent communication abilities. **[He/She/They]** stood out among **[his/her/their]** peers for **[specific achievement or attribute, e.g., insightful contributions to class discussions, leadership in group projects]**. Notably, **[he/she/they]** **[brief description of a significant project, paper, or academic achievement]**, which showcased **[his/her/their]** commitment to academic excellence and original thought.

Additionally, **[Applicant's First Name]** possesses admirable personal qualities such as integrity, perseverance, and the ability to work collaboratively. **[He/She/They]** has demonstrated resilience and adaptability when faced with complex challenges, further highlighting **[his/her/their]** suitability for advanced study and research.

Based on **[Applicant's First Name]**'s outstanding academic record and exemplary character, I am confident that **[he/she/they]** will make significant contributions to your graduate program and the wider academic community. I strongly endorse **[his/her/their]** application and believe **[he/she/they]** has the potential to excel as a graduate student at **[University Name]**.

Please do not hesitate to contact me at **[Your Email Address]** should you require any additional information or insights regarding **[Applicant's First Name]**'s qualifications.

Sincerely,

[Your Name]
[Your Title/Position]