

Recommendation Letter Template for Community College Admission

Date: [Insert Date]

To the Admissions Committee,

I am pleased to write this letter in support of **[Applicant's Full Name]** and their application to your esteemed community college. As **[Your Position/Relationship to Applicant]** at **[Your Institution/Organization]**, I have had the pleasure of knowing and working with **[Applicant's First Name]** for **[duration]**, during which time I have observed their remarkable growth, commitment, and enthusiasm for learning.

[Applicant's First Name] has consistently demonstrated a strong work ethic and a genuine passion for academic pursuits. Their ability to grasp complex concepts and apply critical thinking skills is evident in their coursework and classroom participation. In addition, **[he/she/they]** exhibits excellent communication skills, both written and verbal, allowing **[him/her/them]** to collaborate effectively with peers and instructors alike.

Beyond academics, **[Applicant's First Name]** stands out as a dedicated member of our community. **[He/She/They]** regularly participates in extracurricular activities, community service projects, and has taken on leadership roles, showcasing responsibility, empathy, and a commitment to teamwork. These qualities will serve **[Applicant's First Name]** well in your college's dynamic environment.

I wholeheartedly endorse **[Applicant's Full Name]** for admission to your community college. I am confident that **[he/she/they]** will contribute positively to your academic community and make the most of the educational opportunities you offer.

Please feel free to contact me at **[Your Contact Information]** if you have any questions or require additional information. Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Institution/Organization]

[Your Email Address]

[Your Phone Number]