

# Formal Letter of Recommendation with Academic Reference

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

[Recipient's Name]  
[Recipient's Title/Position, if known]  
[Institution/Organization Name]  
[Institution/Organization Address]  
[City, State, ZIP Code]

Dear [Recipient's Name or "Admissions Committee"],

I am writing to offer my highest recommendation for [Student's Name] in their application to [program, position, scholarship, etc.] at [Institution/Organization Name]. As [Student's Position, e.g., a student in my Advanced Physics course] at [Your Institution], I have had the pleasure of observing [his/her/their] academic growth and personal development firsthand over the past [duration, e.g., two years].

During this time, [Student's Name] has consistently demonstrated exceptional aptitude and dedication in both coursework and independent research. [He/She/They] has excelled academically, achieving [specific achievements, honors, or GPA], and has shown keen analytical and problem-solving skills. [Student's Name] often goes beyond the requirements of assignments, contributing unique insights and thoughtful questions that stimulate class discussion.

Beyond [his/her/their] academic prowess, [Student's Name] exhibits exemplary character, integrity, and leadership abilities. [He/She/They] is respected by both peers and faculty for [his/her/their] collaborative spirit and commitment to community initiatives, such as [example of extracurricular activity or leadership].

I am confident that [Student's Name] will bring the same enthusiasm, diligence, and intellectual curiosity to [Institution/Organization Name] as [he/she/they] has demonstrated here. I recommend [him/her/them] without reservation and am certain that [he/she/they] will be a valuable asset to your [program/organization].

Please feel free to contact me at [your email] or [your phone number] if you have any further questions.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Institution Name]