

# Sample Recommendation Letter for Undergraduate College Admission

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

Admissions Office  
[College/University Name]  
[College Address]  
[City, State, ZIP Code]

Dear Admissions Committee,

I am delighted to write this letter of recommendation on behalf of **[Student's Name]**, who is applying for admission to your esteemed undergraduate program. As **[Student's Name]**'s **[teacher/counselor/mentor]** for the past **[number]** years at **[School Name]**, I have had the opportunity to witness firsthand their remarkable academic abilities, dedication, and admirable character.

**[Student's Name]** is an outstanding individual who has consistently demonstrated exceptional performance in my **[subject/class]**. Their analytical skills, intellectual curiosity, and willingness to engage in class discussions set them apart from their peers. For instance, during a challenging project on **[specific assignment or project]**, **[Student's Name]** exhibited both creativity and tenacity, producing work that not only exceeded expectations but also inspired their classmates.

Beyond their academic achievements, **[Student's Name]** is known for their leadership and collaborative spirit. As a key member of **[club/team/organization]**, they have made significant contributions, including **[describe a notable contribution or initiative]**. Their compassion and commitment to community service are evident in their volunteer work at **[organization/event]**, where they have helped make a positive impact.

Throughout their academic journey, **[Student's Name]** has shown maturity, integrity, and genuine concern for others. Their ability to balance rigorous coursework with extracurricular commitments demonstrates strong time-management skills and resilience. I am confident that they possess the motivation, intellect, and character necessary to thrive at your institution and make meaningful contributions to your college community.

I give **[Student's Name]** my highest recommendation for admission to **[College/University Name]**. Please feel free to contact me if you require any additional information.

Sincerely,  
[Your Name]  
[Your Position]