

Academic Formal Letter of Recommendation Template

An **academic formal letter of recommendation** serves as a professional endorsement written by educators or academic supervisors to support a student's application for admission, scholarships, or academic positions. This letter highlights the applicant's strengths, achievements, character, and potential based on firsthand experiences. A well-structured template typically includes a formal salutation, an introduction explaining the relationship between the recommender and the candidate, detailed evidence of the candidate's qualifications, and a strong closing statement endorsing their suitability. Utilizing this format ensures clarity, professionalism, and a persuasive recommendation that enhances the candidate's opportunities.

Template

(Your Name)
(Your Title and Department)
(Institution Name)
(Institution Address)
(City, State, ZIP Code)
(Email Address)
(Phone Number)
(Date)

To Whom It May Concern,

I am pleased to write this letter of recommendation for **[Applicant's Full Name]**, who has been a student in my **[course/department/program]** at **[Institution Name]** for **[duration]**. In my capacity as **[your position]**, I have had the privilege of observing **[Applicant's First Name]**'s academic performance, character, and dedication firsthand.

During [his/her/their] time in my class/laboratory/team, **[Applicant's Name]** demonstrated outstanding abilities in **[mention academic subjects, skills, or projects]**. **[He/She/They]** consistently displayed a keen intellect, strong analytical skills, and an unwavering commitment to academic excellence. For example, **[provide a specific example or accomplishment]**.

Beyond academic achievements, **[Applicant's Name]** is recognized for [his/her/their] admirable character, leadership qualities, and collaboration with peers. **[He/She/They]** has contributed to the academic community by **[give evidence of extracurricular involvement, leadership, or community service]**.

Based on [his/her/their] exemplary academic record, personal integrity, and potential for success, I strongly recommend **[Applicant's Name]** for **[type of opportunity: admission, scholarship, academic position, etc.]**. I am confident that **[he/she/they]** will make significant contributions and excel in all future pursuits.

If you require any further information, please do not hesitate to contact me.

Sincerely,
(Your Name)
(Your Title)
(Institution Name)