

# Reference Letter Template: Professor for Graduate School Application

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

## To the Graduate Admissions Committee:

I am pleased to write this letter in support of **[Student's Full Name]** and their application to your graduate program in **[Program Name]** at **[University Name]**. I have had the pleasure of working with [Student's First Name] as their professor in [Course Name(s)] and as their supervisor during [research project, lab, or other activity], and I can confidently attest to their academic abilities, work ethic, and research potential.

Throughout the time I have known [Student's First Name], they have consistently demonstrated a high level of intelligence, initiative, and dedication. In my class, [he/she/they] earned one of the top grades, exhibiting strong analytical and critical thinking skills. For example, [provide a specific example of a project, paper, or presentation], which showcased [his/her/their] ability to synthesize complex information and present it clearly.

Beyond coursework, [Student's First Name] contributed significantly to [describe research or extracurricular activity]. [He/She/They] took the lead on [specific task or aspect], showing remarkable independence and creativity. [His/Her/Their] work on [describe accomplishment or project] was well received and highlighted a capacity for rigorous, methodical research.

On a personal level, [Student's First Name] is highly motivated, responsible, and collegial. [He/She/They] collaborates effectively with peers, eagerly seeks feedback to improve, and approaches challenges with resilience and curiosity. These characteristics, in addition to an excellent academic record, make [him/her/them] an ideal candidate for advanced study.

I have no doubt that [Student's First Name] will excel in your graduate program and make significant contributions to your academic community. I give [him/her/them] my highest recommendation without reservation. Please feel free to contact me at [your email address/phone] if you have any questions.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Department], [University Name]