

# Reference Letter for Graduate School Admission

[Your Name]  
[Your Position/Title]  
[Department, Institution]  
[Institution 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 [Applicant's Name] and their application for admission to your distinguished graduate program in [Program/Field of Study] at [University Name].

As [Applicant's Name]'s [relationship to applicant, e.g., professor, research supervisor] during [his/her/their] undergraduate studies at [Institution Name], I had the opportunity to observe [his/her/their] academic abilities, research aptitude, and personal integrity. [Applicant's Name] has consistently demonstrated exceptional intellectual curiosity, analytical skills, and dedication to [his/her/their] studies.

[He/She/They] excelled in my course, [Course Name], not only achieving excellent grades but also contributing insightful perspectives during class discussions. For example, [brief description of the applicant's notable project, research, or accomplishment]. This speaks to [his/her/their] ability to think critically and independently—skills crucial for success in graduate-level work.

Beyond academic excellence, [Applicant's Name] is highly motivated, organized, and a natural collaborator. [He/She/They] actively participated in group research projects, often taking the initiative to lead and support peers. [His/Her/Their] unwavering commitment to [his/her/their] field and willingness to engage in intellectual challenges set [him/her/them] apart from peers.

I am confident that [Applicant's Name] possesses the qualities and skills essential for thriving in your graduate program. I enthusiastically recommend [him/her/them] for admission and believe that [he/she/they] will make valuable contributions to your academic community.

Please feel free to contact me should you have any further questions regarding [Applicant's Name]'s qualifications.

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