

# 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]