Recommendation Letter Template
[Your Letterhead or Department Name]
[Date]
[Recipient Name and Address]
Dear [Recipient Name],
I am writing to recommend [Student Name] for [purpose of recommendation]. I have had the pleasure
of working with [Student Name] for [length of time] and have been consistently impressed with [his/her]
[characteristics or qualifications that make the student a strong candidate].
[Optional paragraph: Provide specific details about your relationship with the student and your
experiences working together.]
[Student Name] is an exceptional candidate for [purpose of recommendation] due to [his/her] [academic
achievements, leadership experiences, work experience, personal qualities, or other relevant
qualifications]. [Provide specific examples and anecdotes that illustrate these qualities].
[Optional paragraph: Provide balanced and constructive feedback about areas of improvement, if
necessary.]
In summary, [Student Name] is an outstanding individual who has demonstrated [his/her] ability to
[characteristic or qualification relevant to the purpose of recommendation]. I strongly recommend
[him/her] for [purpose of recommendation] and I am confident that [he/she] will excel in [his/her] future
endeavors.
Please do not hesitate to contact me if you require any further information.
Sincerely,
[Your Name] [Your Title] [Your Contact Information]