

[Your Name]
[Your Title]
[Your Institution]
[Institution Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Admissions Committee]
[University Name]
[University Address]
[City, State, ZIP Code]

Dear Admissions Committee,

I am writing to highly recommend **[Student's Name]** for admission to **[University Name]**. I have had the pleasure of knowing **[Student's Name]** for the past **[number]** years as their **[teacher/counselor/mentor]** at **[Your Institution]**. During this time, I have observed their exceptional qualities and abilities, which I believe make them an outstanding candidate for your esteemed institution.

[Student's Name] has consistently demonstrated a strong commitment to their academic pursuits, achieving excellent grades and consistently ranking among the top students in their class. Their dedication to learning is evident in their active participation in class discussions, their eagerness to tackle challenging assignments, and their ability to think critically and creatively.

Beyond academics, **[Student's Name]** has shown remarkable leadership and interpersonal skills. They have been an integral part of various school clubs and organizations, often taking on leadership roles that have contributed to the success of these groups. Their ability to work collaboratively with peers and their willingness to support and mentor others are qualities that set them apart.

One particular instance that stands out is when **[Student's Name]** led a community service project aimed at improving local literacy rates. They organized a team of volunteers, developed a comprehensive plan, and successfully executed the project, resulting in a significant positive impact on the community. This experience showcased their exceptional organizational skills, determination, and passion for making a difference.

In addition to their academic and extracurricular achievements, **[Student's Name]** possesses a strong sense of integrity and a positive attitude. They are respectful, reliable, and always willing to go the extra mile to achieve their goals. Their resilience and ability to overcome challenges with grace and perseverance are qualities that I deeply admire.

I am confident that **[Student's Name]** will thrive at **[University Name]** and make significant contributions to your academic community. They have the intellectual

curiosity, drive, and character necessary to excel in your program. I wholeheartedly recommend **[Student's Name]** for admission and believe they will be a valuable asset to your institution.

Thank you for considering my recommendation. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]