

[Date]  
[Full Name]  
[Title]  
[School Name]  
[Address]  
[City, State, Zip Code]

Dear [Mr./Ms. Last Name]:

I am writing to you in support of [Mr./Ms. Full Name] and [his/her] desire to attend [University Name] for the [Program Title] program. Though many students ask me to make this request on their behalf, I only recommend students whom I feel are well-suited for the program of their choice. [Mr./Ms. Last Name] is one of those students and therefore, I highly recommend that [he/she] be given the opportunity to attend your university.

As [Professor's Title] of [Professor's Department] at [University Name], I work with many students who have substantial knowledge of [Subject]. [Mr./Ms. Last Name] has consistently shown such a strong desire to learn [subject] that I simply could not turn down [his/her] request for recommendation.

I first met [Mr./Ms. Last Name] in my [Course Title] course during the [Season and Year] semester. Compared to the class average of [Class Average], [Mr./Ms. Last Name] earned a [Grade] in the class. [Mr./Ms. Last Name] was evaluated on [explain basis for grades, e.g., exams, papers, etc.], in which [he/she] performed exceptionally well.

[First Name] is an outstanding individual with a strong character. [He/She] has the ability to produce impressive results in a wide variety of areas. [First Name] is/has [list of positive traits/skills, e.g. organized, motivated, etc.]. I have seen astonishing results on complex projects that offered great attention to detail where quality was never compromised. Additionally, [he/she] has a very positive attitude and truly embraces learning all there is to know about [subject].

Though [First Name] has consistently exceeded in all areas of [his/her] coursework, the best example of [his/her] intelligence shone through a [paper/presentation/project/etc.] on [Work's Title]. The work clearly showed [his/her] ability to deliver a clear, concise, and well-thought presentation with a new perspective by demonstrating [embellish here].

In addition to [his/her] coursework, [First Name] also dedicated some of [his/her] time volunteering at [Club or Organization Name]. [His/Her] position required [him/her] to [list of tasks]. [He/She] felt volunteering was an important leadership role, in which [he/she] learned [list of skills]. The skills acquired through volunteering will be beneficial to all of [First Name] future endeavors. [First Name] has the ability to manage and organize [his/her] time and schedule around different activities without having them interfere with school. [His/Her] experience at [Club or Organization Name] provided [him/her] with the aptitude that [he/she] needs for graduate school and for a career in [name of career].

I believe [First Name] is destined to be a leader in [type of field], and therefore is an excellent candidate for your school. I highly recommend that you consider [his/her] application, as [he/she] will be a great asset to your program. I'm sure you will find [him/her] to be a student whose talents will only shine further through your graduate program. It is my hope that you will accept [his/her] admission to your university. If you would like further information, please feel free to contact me.

Sincerely,  
[Professor's Name]  
[Professor's Title]  
[University]