

USE COMPANY OR INSTITUTION LETTERHEAD

{Insert senders name}

{Insert senders job title & department}

{Insert senders address}

{Insert senders email address}

{Insert Date}

{FAO: Insert recipients name or Admissions committee}

{Insert recipients job title & department}

Dear {Insert recipient's name}: or To Whom it May Concern:

It is my pleasure to recommend {Insert student name} for admission to {Name of university} to study {Insert course}. My role as {Insert senders job title} has enabled me to establish a working relationship with {Insert student name}. I first became acquainted with {Insert students name} in {Insert year} as my role involved {insert job role and reason for working together}.

{Insert student name} excelled in a variety of ways during their time at {Insert school / workplace}. {Insert student name} was studious in {his / her} approach to work and consistently demonstrated strong leadership qualities in all that was required.

{Insert student name} consistently ranked in the top 2-3% of students and continues to be a valuable member of the wider {school / workplace} community. {Insert student name} benefits from being highly intelligent whilst possessing the necessary soft skills to work effectively within a team environment. {Insert student name} excelled in projects that involved presentations, analytical research, and community engagement. {Insert student name} demonstrated an adaptability to a range of projects and new surroundings throughout their time here.

Whilst at {Insert workplace or institution} {Insert name} developed a real passion for {Insert area of study}. We are pleased to see this passion and enthusiasm translate into the course preferences selected at a higher education level. I have advocated tirelessly that {Insert student name} should research and identify leading institutions in this field to continue {his / her} studies. It is clear {Insert university} is recognised as a centre of excellence in this field and I firmly believe {Insert student name} and {Insert university name} would benefit greatly if admission were granted for the next available intake.

If prior achievement is a good indication of future performance, I am confident {Insert student name} would be a positive asset to your course, university, and wider student body.

Should you have any questions or require additional information please contact me on the details above.

Yours sincerely,

{Insert senders signature}

{Insert senders name & title}