

(Date of Letter)

(Name of Institution)
Attn: Office of Admissions

(Street Address)

(City, State and Zip Code)

RE:
(Name of Applicant)

Dear Office of Admissions:

It is with great pleasure that I am able to communicate with you regarding (name of applicant, name of employee, etc.). This fine individual has been known by me for a period of years. During that period of time, (name of applicant, name of employee, etc.) has displayed outstanding character in every facet of (his/her) life. It would be indeed difficult to find someone more honorable and forthright than (name of applicant, name of employee, etc.).

In regard to 's (name of applicant, name of employee, etc.) abilities on the job, please be advised that (his/her) attention to and focus upon the duties and details involved with (studies, present employment, etc.) have been stellar. From my understanding, 's (name of applicant, name of employee, etc.) academic standing and hard work in (his/her) field of education is reflected in the (grade point average, other academic honors, employment history, etc.). Although such standings speak for themselves, it is imperative for me to mention to you that it is by no accident that such high (academics/employment status) (have/has) been achieved by (name of applicant, name of employee, etc.).

It is indeed my great pleasure to highly recommend this outstanding individual for (admission, employment, advanced employment, etc.). Please do not hesitate to contact me should you have any questions relative to 's (name of applicant, name of employee, etc.) character, attitude, work ethic and performance. Thank you for considering my recommendation.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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