

Letter of Recommendation – Graduate Program (Sample)

Date: DD/MM/YYYY

To Whom It May Concern

I am writing to recommend **Ms./Mr. [Student Name]**, whom I have taught and known for approximately **[number] years** at **[University Name]**.

Throughout this period, **[Student Name]** demonstrated consistent academic commitment and a strong sense of responsibility toward coursework. **He/She** approached classroom activities with focus and showed the ability to understand concepts thoroughly and apply them effectively. **His/Her** academic performance reflected diligence and a genuine interest in learning.

In addition to academic achievement, **[Student Name]** displayed initiative and the capacity to manage responsibilities independently. **He/She** was proactive in completing tasks, planning academic activities, and participating constructively in class discussions. These qualities indicate readiness for the demands of graduate-level study.

Based on my observations, I believe **[Student Name]** has the motivation, discipline, and intellectual capability to succeed in a graduate program. **He/She** would be a positive addition to any academic institution.

I recommend **[Student Name]** without reservation. Should you require any further information, please feel free to contact me.

Sincerely,

[Professor's Name]

[Faculty / Department]

[University Name]

Email: [Email Address]