



[Your Name]  
[Street Address]  
[City, State Zip]

[Today's Date]

Admission Office  
[University Name]  
[University Street Address]  
[City, State Zip]

Dear Admission Committee,

Introduction paragraph. Include a brief statement about who you are and the purpose of the letter.

Provide details and facts about your relationship to the student being recommended, as well as facts about the individual — including achievements, involvement, employment and responsibilities.

Provide a statement about why the student is qualified or recommended by you with examples that support your recommendation.

Closing paragraph. Summarize your recommendation and state whether you would be willing to further discuss anything mentioned in the letter.

Sincerely,

Signature  
[Name]  
[Title]

