

Letter of Recommendation for a Student

By: AmbitionBox.com

{Your name}
{Title}
{Name of your institution}
{Address}
{City} {State} {Pin Code}

Date

{Addressee's name}
{Title}
{Institution's name}
{Address}
{City} {State} {Pin Code}

Dear Mr/Ms {Addressee's name}

I am {Your name}, the {Title} of {College's/ School's name} and the reason behind writing this letter is to recommend my student {student's name} for the {course/programme name} of {New university's/Job Institution's name}, {city}. I have been acting as his/her professor/teacher and career advisor since three years now and his/her interest in your university's program makes me elated because that is a progressive step in his/her life.

As a dedicated and smart student that he/she is, the work he/she has done in these years of college/school speaks for itself. He/She excels in {the subject of candidate's interest} and has made us in {competition/programme the candidate has participated in}. He/ She is also the head of Debate Society and has set an exemplary standard for the juniors. The friendly nature, communicative personality and confident aura around him/her speak for itself and it is not surprising that he/she is every faculty member's first choice in all aspects.

I thoroughly believe {Candidate's name} is an ideal candidate for this vacancy/fellowship/seat and all of us at {Your institution's name} are proud to

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send one of our best students for it. In the case of any queries, you can drop me a mail at {Your email ID}.

Sincerely,

{Your Signature}

{Your name}

{Name of the institution}