**Academic Recommendation Letters** **For University/Graduate School:**

(insert your address)

(insert contact details)

(insert department)

(insert university/school address)

(insert date)

To Whom It May Concern/Dear (insert Mr/Mrs/Miss/Ms/Dr and last name),

It would be my pleasure to recommend (insert student´s name) for the (insert programme name) at (insert university/college name). I am (insert student´s name)´s (insert your job title) and have taught him/her for (insert quantity of time).

While being a student at (insert school name), (insert student name) has been a pleasure to get to know and teach. (insert student name) has always been eager to learn and enthusiastic about (insert topic names). I think this strong interest will help (insert student name) to achieve great things at (insert university/college name).

Outside of the classroom, (insert student name) has participated in many extracurricular activities such as (insert names) and in doing so managed to gain (insert achievements). His/Her ability to participate in multiple activities and excel in doing so shows a great sense of commitment and joy for working with other people.

(insert student name) is an important part of our academic community and would make an excellent contribution to (insert university/college name). I encourage you to look favourably on (insert student name)´s application and if there is any more specific information you need to consider the application, please do not hesitate to contact me on (insert telephone number) or (insert other form of contact).

Sincerely,

(insert first name and last name)

(insert title)

(insert school name)