

LOR Sample for UG Program

Letter of Recommendation

<Name of the referee>

<Position of the referee>

<Mailing address/contact details of the referee>

<Name of recipient(s)>

<Mailing address of recipient>

<Position of recipient>

<Today's date>

Dear Admission Committee/ Dean of Admissions,

I am (Referee's name), and I am the (Headteacher/teacher) at the school (name of the school). I have known the applicant, Ms (applicant's name) for the past (number of years) years, ever since she joined this school. I am delighted to recommend (applicant's name) for the Undergraduate Program at your University.

I have taught (applicant's name) the subject (subject name) in the year/semester (year/semester name), and based on my association with her, I have inferred that she is an excellent student, and is one of the best I have come across. She has always performed to her full potential and capability throughout her tenure in our School. (applicant's name) has consistency and has maintained very good grades throughout her tenure at this school.

I have often noticed that (applicant's name) always starts fruitful and intriguing discussions in the classroom, from which her peers also gain immensely. Her innovative mind lead her, and other 5 of her teammates to set up a platform where students could post their academic queries on various topics. This platform was extremely helpful for the students and made our school study system more efficient.

Other than being excellent in her studies, (applicant's name) also displays an interest in extra-curricular activities and sports. She is an excellent basketball player and has represented the school in various inter-school sports events like the (sports event name) in (month name, year name). Because of her, our school came first in that tournament. (applicant's name) has also achieved many titles at the district level.

In conclusion, I would like to say that considering (applicant's name)'s urge to achieve the best in whatever she undertakes, I believe that she is one of the ideal candidates for pursuing an undergraduate degree at your esteemed university. Thus, I provide my wholehearted recommendation for her candidature. Please feel free to contact me in case of any further queries about him or regarding this recommendation.

Yours sincerely,

Full Name of Recommender

Designation, Department

Name of Institution, City

Contact No:

Email ID: