

## 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:

## LOR Sample for MS 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 (Principal/professor) at the University (name of the university). I have known the applicant, Ms (applicant's name) for the past (number of years) years, ever since she joined this university. I am delighted to recommend (applicant's name) for the Master's 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 at our University.

(applicant's name) has consistency and has maintained very good grades throughout her tenure at this university. She scored a GPA of 4.0 last semester, which put her among the top 10% of the students in our University. She is always on time to classes and has always submitted her assignments and term papers before deadlines.

I have often noticed that (applicant's name) always starts fruitful and intriguing discussions in the classroom, from which her peers also gain immensely. I'm delighted to have had the chance to work with such a bright and talented student. Despite having strength in computer science, she also displays an interest in subjects like physics and math. Her curious nature has urged her to study and understand engineering concepts and ideas far beyond her level. Her innovative mind led 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.

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 a master's degree at your esteemed university. Thus, I provide my wholehearted recommendation for his 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:

## LOR Sample for Professionals

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 (recipient's name),

I am (referee's name), and I am the (referee's post) at the company (name of the company). I have known the applicant, Ms (applicant's name) for the past (number of years) years, ever since she joined this company. I am delighted to recommend (applicant's name) for a job in your company.

I have thoroughly enjoyed working with (applicant's name). With her time management skills and ability to work in a team, she is a valuable asset to any company. Her knowledge of (specific expertise) was an immense advantage for our entire office. When she joined the company, her expertise in (a specific area of work/program/software) was not that great. But she constantly worked on improving herself, and now can handle (a specific area of work/program/software) very well.

Recently she completed a project on (project name) which required great communication with the clients, but with (applicant's name)'s great interpersonal skills, this entire project went smoothly.

It is not just her work that impresses me, but (applicant's name) has such a positive attitude that she is very pleasant to work with. She uplifts the entire energy of the team she is working for. Her can-do attitude and team-building skills were much appreciated by not only me, but by her colleagues as well.

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 the position you are offering. 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: