TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Graduate Recommendation Letter

Dear **[NAME]**

**[OPENING SALUTATION]**

**[WRITE TWO TO THREE SENTENCES ABOUT THE PURPOSE OF THE LETTER. INCLUDE THE FIRST AND LAST NAME OF THE CANDIDATE AND THE NAME OF THE DEGREE PROGRAM WHERE THEY WANT TO ENROLL. REFERENCE YOUR RELATIONSHIP WITH THE CANDIDATE.]**

**[DISCUSS THEIR QUALIFICATIONS FOR BEING A STUDENT AT THE UNIVERSITY. INCLUDE SPECIFIC EXAMPLES FROM YOUR INTERACTIONS AND OBSERVATIONS OF THEM.]**

**[REPEAT YOUR RECOMMENDATION OF THE CANDIDATE AND THANK THE READER FOR THEIR TIME. ENCOURAGE THEM TO CALL OR EMAIL YOU WITH ADDITIONAL QUESTIONS.]**

**[CLOSING SALUTATION]**

Signature