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]**

To Whom This May Concern,

My name is **[YOUR NAME]** and proud to offer my recommendation of to whom I have personally known for years as my professor at **[NAME OF SCHOOL]**.

During my relationship with  **[YOUR NAME]** I have experienced an individual who shows up earlier than asked, works hard, and carries themselves in a polite, respectable manner. In addition,**[INDIVIDUAL’S NAME]** is a devout student who has always presented themselves with levelheadedness and grace.

**Performance Rating**

Describe with one (1) of the following:

Top 1-2%, Top 5%, Top 10%, Top 25%, Top 50%, Bottom 50%, or Unable to Rate

Intellectual Ability: **[ENTER]**

Ability to Analyze Problems and Formulate Solutions:  **[ENTER]**

Ability to Grasp New Concepts: **[ENTER]**

Originality or Intellectual Creativity: **[ENTER]**

Mathematical or Logical Thought:  **[ENTER]**

Written Expression: Radio Buttons: **[ENTER]**

Oral Expression: Radio Buttons: **[ENTER]**

Laboratory Skills: Radio Buttons: **[ENTER]**

Perseverance Toward Goals: Radio Buttons: **[ENTER]**

Potential in Research: Radio Buttons: **[ENTER]**

Ability to Work with Others: Radio Buttons: **[ENTER]**

Signature