**Recommendation Letter Example**

To Whom It May Concern:

I am writing to you in support of [applicant’s name here]’s application. [Briefly explain your relationship to the applicant and the context in which you have had the opportunity to examine his or her character.] [List his or her positive traits (a), (b), and (c) here.]

[Topic sentence introducing positive trait (a)] [one or two sentences of supporting evidence that includes concrete and specific examples of when the applicant exhibited positive trait (a)] [Introspection on positive trait (a), explaining how this trait will make the candidate an excellent applicant at this university and eventually successful in his or her career.]

[Here, repeat the above formula for trait (b)]

[If necessary, spend another paragraph on a third trait (c)]

[This is the conclusion. Now, answer the “so what?” question. Briefly summarize your introspective points and talk about the applicant’s potential and his or her capabilities.] [Finally, reiterate your support of the applicant’s application.]

Best regards,

(Your name)