*DATE*

***To Whom It May Concern:***

It is my pleasure to recommend [NAME] for admission to [ Program] at your university. I came to know [NAME] when I was her Instructor for “[…] 2” and “[…]”.[NAME] distinguished herself by submitting an exceptionally well researched and interesting project. I would rank her in the top 10% of students that I have taught in the past five years in respect of her writing ability and research skills.

Overall, [NAME] is highly intelligent and has good analytical skills. Her overall intelligence is also reflected in her grades for the courses, which were by far the best in the class.

[NAME] has excellent communication skills. [NAME] also demonstrated good team working skills in group assignments.

[NAME] is an exceptional candidate for graduate study in your Program. I would therefore highly recommend [NAME].

If I can be of any further assistance, or provide you with any further information, please do not hesitate to contact me.

Yours Sincerely,

Respectfully submitted,

DEAN NAME