Dear Admissions Officer,

It is my pleasure to extend my highest recommendation for [applicant's first and last name] for admittance to the [program name] at [name of college or university] for the [year] school year.

I am [your name], a [your position] at [your place of employment]. I have known [applicant's first name] for [number] years, since we first met [brief explanation of meeting]. All of us at [your place of employment] are proud of [applicant's first name] during this pivotal moment in [applicant's personal pronoun] life, and I am honored to write this letter on [applicant's personal pronoun] behalf.

During [applicant's personal pronoun] time at [setting you know the applicant from], [applicant's first name] has shown [positive skill or quality] and [positive skill or quality] in both [potential area of interest to the admissions officer] and [potential area of interest to the admissions officer]. [Applicant's personal pronoun] [positive skill or quality] earned [applicant's first name] a [award, accolade or general praise], and [applicant's personal pronoun] [positive skill or quality] helped [applicant's personal pronoun] to achieve [award, accolade or general praise].

[Applicant name in possessive form] [positive attribute] is very impressive. [Elaborate on a key trait this individual possesses by giving a significant personal example.]

I am absolutely confident that [applicant's first name] will be a great fit in the [program name] at [name of college or university]. [Applicant's personal pronoun] is a [positive attribute] with a [another positive attribute]. I have no doubt that [applicant's first name] will be a positive influence on others in the program at [name of college or university]. If you have any questions about the time I spent as a [your relationship to the applicant] for [applicant's formal title and last name], please reach out to me. I would be happy to discuss this further.

Best wishes,

[Your Name]

[Your signature]

[Formal title]

[Place of work]

[Contact information]