

[Referee's Name]
[Referee's Title/Position]
[Organization Name]
[Address]
[Email Address]
[Phone Number]
[Date]

Admissions Committee
[University Name]

Subject: Letter of Recommendation for [Your Full Name]

Dear Admissions Committee,

I am pleased to recommend [Your Full Name] for admission to the [Program Name] at [University Name]. I have known [Your Name] for [Duration] as their [Teacher/Manager/Supervisor] at [Institution/Organization].

[Describe your relationship with the applicant and their qualifications, skills, and achievements.]

[Highlight specific examples of their academic or professional excellence, leadership, and other qualities.]

I am confident that [Your Name] will be a valuable addition to your program and achieve great success. Please feel free to contact me for further information.

Sincerely,
[Referee's Name]
[Referee's Title]