

SAMPLE LETTER OF RECOMMENDATION - 2

University/ College Letter Head

Date:

TO WHOMSOEVER IT MAY CONCERN

Students Name was a student of our Institution during the academic year 2010 to 2013, while pursuing Bachelor of Commerce Degree. I _____ the principal of the H.R. College of commerce & Economics, have noticed immense talent in him during his academic years of studies in our Institution. He was always a very active & a hard-working student, may it be in the classrooms or college cultural activities.

He was very sincere & an enthusiastic student. He not only performed well on his studies but also possessed good leadership qualities, which were reflected in the classroom interactions & discussions. His overall academic performance has always been good due to his ability to set high goals for himself & self-challenge aiming for the best.

From my brief but informative conversation with _____, he has expressed keen interest in the field of International Business & Economy. He has excellent leadership qualities, which makes him a very suitable candidate for the program. _____ has expressed the inclination & enthusiasm to work hard & perseverance in order to obtain this Degree & I am certain that with good time management & decision making ability he can improve his own standards.

With his communication skills & wide general knowledge about global issues, I feel he will meet high standards of any Institution. In return, he would make a worthwhile contribution to the school bringing with him the blend of talent & integrity.

I wish him all the best for his career & future endeavours.

Sincerely

Signature of the Professor

Name of the Professor

Designation