

# To Whomsoever It May Concern

<Date>  
<Location>

Dear <name here>,

I am <Referee name> from the Department of <Dept. name> - <College Name> - <Location>. I would like to use this letter to recommend one of my students <Student Name> for a place on the <Program name> programme offered at <University Name>.

<Student name> completed his/her <Graduation course name> course with an excellent score of <insert score here>. As part of her project in her final semester of study, s/he worked along with his/her classmates on <subject of student's project>. <Project details>

<Student name> is soft-spoken, hard-working and multi-talented; s/he is a <skills if any> and has won many prizes for <mention for which the student has earned awards, if any>. <Student name> wishes to complete his/her <Program name the student is seeking to do> and plans to <career goals post-graduation>.

I wish <Student name> all the very best in his/her academic pursuit and hope that s/he will get a chance to study the <Program name s/he is seeking to pursue> programme at <University Name>.

Thank you.

Sincerely  
<Name of the student> – <Department name here>,  
<College name here>  
<E-mail address>  
<City, State – Zipcode>  
<Country>