

(On Professor's or Employer's letter head)

Format of Letter of Recommendation

I know _____ since last _____ years as a student of _____. I have taught him/her _____ subject. His/ Her theoretical understanding of the courses is very good and he/she has shown good results.

I have found _____ to be a highly committed student who is single- minded in his pursuit of academic excellence. He/ She has not only been outstanding in academics but has also performed well in extra- curricular activities. He/ She has got an impressive personality. I was also impressed by his/ her command over English Language and his/her capacity for analytical thinking. S/He is very attentive and well focused on his objectives.

I see _____ as a person with a very positive and sincere approach to studies and it is likely to extend to all other aspects of his life. It also spells a potential to contribute positively and substantially to any profession he chooses to follow. I am sure that these essential qualities will ensure success in his _____ programme.

I recommend him strongly for the same with all the possible financial aid. I wish him a continuation of his rising curve of achievement into his/ her studies and his work.

Date: