**Academic Recommendation Letter Sample**

**NSU  
National Standards University  
123 United Blvd.  
Any town, Florida, 32265   
(904) 234-1234    Fax (904) 234-5432**

July 27, 2003  
  
Ms. Debra Admit  
Director  
Office of Graduate School Admissions  
New University  
123 College Avenue  
College town, Missouri, 12345

Dear Ms. Admit::

This reference letter is provided at the written request of Janie Study hard, who has asked me to serve as a reference on her behalf. It is my understanding that Janieis being considered by New University for admission to the Counseling Psychology program.

I have known Janie Study hard for the past three years as she has taken the following courses which I teach: **[list courses, give brief description of content of course].** As her professor, I have had an opportunity to observe the student's participation and interaction in class and to evaluate the student's knowledge of the subject matter. I would rate the student's overall performance in these subjects as superior. This is evidenced by her grades--**[state the grades].**

**[One or two specific examples of the student's performance may be appropriate.]** As part of her grade in**[name of course]**, the student was required to prepare a paper. The paper was designed to measure the student's ability to research, to analyze the results of the research, and to write. **[Discuss how the paper submitted by the student indicated to you the student's skills in these areas.]** Based upon this, I rate the student's skills as excellent.

Based upon the student's academic performance and my understanding of the position for which the student is applying, I believe the student would perform **(place overall evaluation here)**.

If you would like to discuss this further, please feel free to contact me.

Sincerely,

Karen Forstudents

Karen Forstudents, Ph.D