# Letter of Recommendation Template

[Professor’s Name]   
[Designation]   
[Department]   
[University Name]   
[University Address]   
[Email Address]   
[Phone Number]   
  
[Date]  
  
To Whom It May Concern,  
I am writing to strongly recommend [Student’s Full Name] for admission to the Master's program in [Target Program, e.g., Computer Science] at your esteemed institution. I have known [Student's Name] for [duration], during which I served as [his/her/their] [Professor/Advisor/Supervisor] in the Department of [Department Name] at [University Name].  
  
During this time, I found [Student’s Name] to be a highly motivated and academically bright student. [He/She/They] consistently performed well in my class, [Course Name], and stood out through [his/her/their] analytical thinking, dedication, and eagerness to learn. [He/She/They] secured [mention notable academic performance or rank if applicable], and regularly contributed meaningfully to discussions and group projects.  
  
What distinguishes [Student’s Name] is not only [his/her/their] academic capabilities but also [his/her/their] strong sense of responsibility and teamwork. [He/She/They] demonstrated excellent time management skills and always met deadlines with high-quality work. [His/Her/Their] final year project on [mention project topic] was particularly impressive, showing both creativity and practical understanding.  
  
I am confident that [Student’s Name] will bring the same level of enthusiasm and diligence to your program. I believe [he/she/they] has the potential to make significant academic and research contributions at the graduate level.

Please feel free to contact me if you need any additional information.  
  
Sincerely,   
[Professor’s Name]   
[Signature if printed]