

To
Ms. ABC
Programme Director,
Address
Date – 15th May 2014

Sub – graduate school letter of recommendation

Dear Ms. Thatcher,

This is a recommendation letter for Ms. Emily Smith, who has been a student at the California State Community College for the last three years. I have been her class teacher as well as her teacher guardian for the past four years and I would strongly recommend Emily for admission in your prestigious university. Not only did her urge for learning new things fascinates me but her consistent performance in English as well other subjects have also surprised me to certain extend.

I hope this recommendation letter serves its purpose.

Thanking You

Yours sincerely,
ABC
XYZ College