

[Professor's Name] [Title, Department, University] [Address] [Email] | [Phone] [Date]

[Recipient — Admissions Committee / Hiring Manager / To Whom It May Concern] [Organisation Name]
[Address]

Dear [Recipient],

I am writing in support of [Student's Name]'s application to [Programme / Position] at [Organisation Name]. I have known [Student's Name] for [Duration], initially as a student in my [Course Name] class and later as a mentee during [his/her/their] work on [Research Project / Thesis Topic]. It is on the basis of that extended relationship and not a single semester that I am writing this letter.

[Student's Name] came to my attention in [Year] when [he/she/they] submitted a term paper that I considered unusually strong for an undergraduate at that stage. The argument was not just competent, it was original. [He/She/They] was drawing on literature I had not assigned and arriving at conclusions I found worth discussing. I invited [him/her/them] to expand the paper for a departmental seminar, which [he/she/they] did with minimal guidance.

The research project that followed confirmed what the paper suggested. [Student's Name] is methodical without being rigid. When an early phase of the project produced results that complicated the original hypothesis, [he/she/they] did not force the data to fit — [he/she/they] revised the question. That is a level of intellectual maturity that I do not see often, particularly at the undergraduate level.

Beyond the academic work, [Student's Name] is reliable in the practical sense — meets deadlines, responds to feedback, follows through. These qualities sound unremarkable until you spend enough time in academia to know how uncommon they are.

I recommend [Student's Name] with full confidence and would welcome a conversation about [his/her/their] application if that would be useful.

Yours sincerely,

[Professor's Name] [Title, Department, and University]