

[Recommender's Name] [Title, Institution] [Address] [Email] | [Phone] [Date]

Admissions Committee [University Name] [University Address]

Dear Admissions Committee,

I am writing to recommend [Student's Name] for admission to the undergraduate programme at [University Name]. I have taught [Student's Name] in [Subject] for [Duration] at [School Name], and in that time, they have stood out as one of the most consistently engaged students I have worked with.

[Student's Name] joined my class in [Year] with a strong academic record, but what became apparent early on was their ability to think independently rather than simply reproduce what was taught. During our unit on [Topic], they submitted an assignment that went beyond the brief, drawing on sources I had not assigned and making connections I had not suggested. It prompted a conversation that ran well past the end of class.

Outside the classroom, [Student's Name] [mention relevant activity — e.g., led the school's debate team, volunteered with a local organisation, organised a fundraiser]. This tells me something about how they operate when nobody is marking them. They do not need external pressure to show up.

Academically, [Student's Name] ranks in the top [X]% of students I have taught at this level. Their written work is clear, their reasoning is structured, and they are willing to revise — which matters more than most students realise.

I am aware that [University Name] has a competitive applicant pool. I recommend [Student's Name] without reservation and am confident they will contribute seriously to your academic community. Please feel free to reach me at [email] should you wish to discuss their application further.

Yours sincerely,

[Recommender's Name] [Title and Institution]