
Supervisor Recommendation Letter for Graduate School

[Your Name]

[Your Title/Position]

[Your Organization Name]

[Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Admissions Committee

[Graduate Program Name]

[University Name]

[University Address]

[City, State, ZIP Code]

Subject: Recommendation Letter for [Applicant's Full Name]

Dear Members of the Admissions Committee,

It is my pleasure to recommend [Applicant's Full Name] for admission to [Graduate Program Name] at [University Name]. I have had the opportunity to work closely with [Applicant's First Name] as their supervisor for [time period] at [Organization Name]. During this time, I have been continually impressed by their [specific traits such as professionalism, diligence, or ability to take initiative].

In particular, [Applicant's First Name] demonstrated exceptional [specific skills, e.g., analytical, technical, or interpersonal] during [specific example or project]. They played a critical role in [specific contribution], showcasing their ability to [specific skill or quality].

Beyond their technical expertise, [Applicant's First Name] has been a pleasure to work with due to their [soft skills like collaboration, adaptability, or leadership]. I am confident that these qualities, combined with their passion for [specific field], will enable them to thrive in your graduate program.

I strongly recommend [Applicant's Full Name] for admission and have no doubt that they will make significant contributions to your institution. Please do not hesitate to reach out to me at [email] or [phone number] for further information.

Sincerely,

[Your Full Name]

[Your Title/Position]

[Organization Name]