

# RECOMMENDATION LETTER SAMPLES

## (Sample-1)

### Institute Letterhead

DATE: \_\_\_\_\_

#### TO WHOM IT MAY CONCERN

This is to certify that, Student Name..... S/O D/O ..... having Roll#.....  
Was bonafide student in the HSC (Group Name.....). Moreover I confirm that in the medium of  
instruction at Institute Name..... Is ..... and also examination is conducted in  
the ..... Language. Thank You Best Regards.

(Principal).....Stamp & Signatures

Institute Name.....

## (Sample-2)

### Institute Letterhead

No:.....

Dated:.....

#### TO WHOM IT MAY CONCERN

This is to certify that medium of instruction at the Department of Department Name.....,  
The Institute Name..... is Subject Name..... at Undergraduate and Postgraduate  
levels. Moreover, most of the academic activities are also conducted in English medium in  
which students actively participate. Therefore, it is highly recommendation that the English  
proficiency level of Teacher Name..... who has been a student of Degree Name.....  
in this department session ..... to ....., meets the English language proficiency criteria for  
admission in any postgraduate program.

This certificate has been issued on the request of above mentioned.

Chairman Stamp & Signatures

Department Name.....

### (Sample-3)

#### Institute Letterhead

#### TO WHOM IT MAY CONCERN

I am happy to write a strong support for Student Name..... who wishes to apply for Scholarship I have known him my capacity as lecturer Intermediate course Institute Name.....

Student Name..... enrolled in ..... I taught him Subject Name..... in which he scored good grade. I found him a hard working student with excellent knowledge.

Student Name..... has been active student of our institute with very good interpersonal behavior. He has a much humored, lively and positive personality enjoys excellent relation with fellow student. He is a thoroughly honest and reliable person. He is certainly good in written English. Besides I could tell that he can lucidly communication in English.

I am sure that he has a bright future ahead.

I recommend him very highly for your consideration please.

Teacher Name..... Stamp & Signatures

Lecturer (Department Name.....)

Institute Name.....

Email:.....

Cell No:.....

### (Sample-4)

#### Institute Letterhead

#### TO WHOM IT MAY CONCERN

Student Name..... S/O D/O ....., has remained a regular and bonafide student of our college. He is hardworking and dedicated student and has passed the examination with good grades. He can speak and write English fluently. Therefore I recommend him for the scholarship in concerned university.

Stamp:..... Signature:.....

## (Sample-5)

### Institute Letterhead

#### **Letter of Recommendation**

I am writing this reference letter in support of ABC who is applying to the Master in Science program at your esteemed University. I have known ABC in my capacity as his Professor for over three years now during which, I taught him the courses Thermodynamics, Heat & Mass Transfer, Renewable Sources of Energy and Advanced IC Engines in the first, fourth, fifth and sixth semesters respectively. Through my observation, I would like to say that he is attentive and studious and always possesses a positive attitude towards academics.

Institute Name..... Stamp & Signatures

Department Name.....

## (Sample-5)

### Institute Letterhead

#### **TO whom it may concern**

I am pleased to write this letter for Student Name..... Who is known to me for last four years as BS (4 years) Department Name..... Student in the Centre for Department Name..... Institute Name....., Pakistan. I am head of the Centre and has close interaction with him. I have found him as an excellent student. He is hard working, intelligent and confident. He also has sound theoretical and lab related work background in the field of Field Name..... Student Name..... has also good English Language speaking, listening and writing skills. I am highly impressed and pleased with his performance, dedication and devotion to work.

On a personal level, Student Name..... is a pleasant and well-spoken individual and has good moral character. He is always willing to help his fellows and his ability to quickly master new techniques meant that he was always helping the newer member of the lab learn how to do things. If you have any further questions regarding Student Name....., pleased do not hesitate to contact me.

Yours sincerely,

Teacher Name..... Stamp & Signatures

Post Name.....

Department And Institute Name.....