Your Name

Department, University
Street 1
12345 City

Your Name, Department, University, Street 1, 12345 City

Admissions Committee
Graduate School
Another University
67890 Town

November 16, 2026

Letter of recommendation for Jane Doe

Dear Members of the Committee,

It is my pleasure to recommend Jane Doe, who worked with me as a research assistant for two years.

Describe the context, the evidence and your overall assessment in a few short paragraphs.

Yours sincerely,

Your Name