

Informal Recommendation Email for Graduate Admission

Subject: Recommendation for [Student Name]

Hi [Recipient Name],

I am writing to recommend [Student Name] for your graduate program in [Field]. I have worked closely with [Student Name] on [Project/Research], and their intelligence, creativity, and dedication are outstanding.

They are eager to learn and always bring thoughtful insights to discussions. I am confident they will excel in your program.

Best regards,

[Your Name]

[Title / Institution]

[Contact Info]

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