**Graduate School Recommendation Letter Format**

Your Contact Information

Date

**Salutation**

If you are writing a recommendation letter to a specific person, include a salutation (e.g., Dear Dr. Smith). If you are writing a general letter, use “To Whom It May Concern” or “Dear Graduate Admissions Committee”.

**First Paragraph**

The first paragraph of the recommendation letter explains your connection to the student you are recommending, including how you know the student and why you are qualified to recommend him or her for graduate school.

**Second Paragraph**

The second paragraph of the recommendation letter contains information about the individual you are writing about, including the specific contexts in which you have interacted with him or her. A discussion of the performance and skills that the student has demonstrated in your classes or in other activities is helpful here. Include information about any honors and awards that the student has received, if you know that information. If necessary, use more than one paragraph to provide details.

**Third Paragraph**

When writing a letter recommending a student for a specific graduate program, the recommendation letter should include information on how the student’s skills match the graduate program and the person’s specific career interests. Having additional information, such as the student’s resume, personal statement, or information about the graduate program that the student is applying to can be very helpful here.

**Summary**

This section of the recommendation letter contains a brief summary of why you are recommending the person. If applicable, use phrases like “strongly recommend”, or “recommend without reservation” or “has my highest recommendation” to reinforce your endorsement.

**Conclusion**

The concluding paragraph of your recommendation letter contains an offer to provide more information. Include your phone number and email address in this paragraph, or in your signature.

Sincerely,

Recommender Name

Title