



On Institutes Letterhead with contact details

Ref No: _____

Date: _____

Letter of Recommendation

I am pleased to recommend [Student Name], who has been a student in the [Department Name] of [University/College Name] during the academic year [Year]. I have had the privilege of supervising [his/her] academic work and interacting with [him/her] on numerous occasions.

As the Head of the Department, I have observed [Student Name]'s consistent academic performance and dedication towards [his/her] studies. [He/She] has demonstrated an exceptional grasp of [specific subject or skill], as well as a deep curiosity to explore beyond the syllabus. [Student Name] actively participates in classroom discussions, and is well-respected by peers and faculty for [his/her] enthusiasm and thoughtfulness.

Moreover, [Student Name] has contributed to [mention any department or university-related projects, research work, or extracurricular activities]. [He/She] has proven to be a reliable and hardworking individual, excelling not only academically but also in teamwork and leadership capacities.

I have no doubt that [Student Name] will continue to excel in any future academic or professional endeavors. I highly recommend [him/her] for [mention the program, job, or opportunity being applied for], and I am confident that [he/she] will make a valuable contribution.

Please feel free to contact me at [phone number] or [email address] should you require any further information.

Sincerely,

[HOD Name]

Head of Department, [Department Name]

[University/College Name]

[Phone Number]

[Email Address]

Seal & Signature

INSTITUTION Seal