



## On Institutes Letterhead with contact details

Ref No: \_\_\_\_\_

Date: \_\_\_\_\_

### LETTER OF RECOMMENDATION

I am writing to highly recommend [Student Name] for [mention the opportunity: a program, scholarship, job, etc.]. I have had the honor of serving as the Principal of [School Name] for the past [number] years, and in this time, I have come to know [Student Name] as a remarkable and dedicated student.

[Student Name] has consistently exhibited a strong academic aptitude, outstanding leadership skills, and an admirable commitment to extracurricular activities. [He/She] is a bright and enthusiastic learner, and [his/her] academic achievements reflect [his/her] hard work and determination. In addition to excelling in academics, [Student Name] has actively contributed to the [mention school clubs, sports, volunteer activities, etc.], showing an ability to balance academic and extracurricular responsibilities effectively.

What sets [Student Name] apart is [his/her] maturity, integrity, and ability to work well with others. [He/She] is well-respected by both peers and teachers and has often taken on leadership roles, demonstrating a great deal of initiative and responsibility.

I am confident that [Student Name] will continue to perform exceptionally well in any future academic or professional endeavours. I wholeheartedly recommend [him/her] for [mention the opportunity], as I believe [he/she] will make a positive and lasting impact.

Should you require further information, please do not hesitate to contact me at [phone number] or [email address].

Sincerely,

[Principal Name]

[University/College Name]

[Phone Number]

[Email Address]

Seal & Signature

INSTITUTION Seal