

SAMPLE RECOMMENDATION LETTER

BY

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LETTERHEAD

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Address

Dear Sir/Ma

REFERENCE LETTER FOR (INSERT NAME)

I write in strong support of (INSERT NAME) application for The applicant is currently the assistant program manager at..... I have known her as her supervisor in the above-named organization for three years, where she has shown integrity and resilience, like when she served as the project coordinator of our Before working with us, she studied, at, where she graduated with an excellent result, 3.6 out of 5, second class upper division.

It might interest you to know that (INSERT NAME) is an outstanding promising leader in community service and volunteerism. Her courageous journey into voluntary community service was evident when she was posted by the Government of the Federal Republic of Nigeria to in the Northern Region to undertake the mandatory National Youth Service Corps (NYSC) programme. Besides from her primary assignment as a biology teacher, she showed great commitment to community development by assisting her host rural community in solving one of its major social service crises which was a lack of school. She demonstrated uncommon selflessness in voluntarism when she single-handedly raised funds to build classrooms for a school to serve a community of about 2000 members. It is important to state that she is a great team player and collaborator who would be a great asset to your organization just as she displayed these attributes while working with us.

Overall, the master,..... is a programme for which I consider (INSERT NAME) to be eminently qualified, considering her voluntary community activities around water supply and her record of academic excellence. Her training and networking with an echelon of brightest students and most resourceful mentors at the University ofwould go a long way in enhancing the full potential of her promise in scholarship, voluntary community service and leadership. She is mentally sound and can withstand the rigours of postgraduate studies in the required time.

I therefore strongly recommend and would be appreciative of the favourable consideration of her application. Do not hesitate to contact me should you require additional information on the applicant. Thank you.

Yours faithfully,

Signature
Name of Referee
Office