**Sample Graduate School Letter of Recommendation**

To

Ms. Margaret Thatcher

Programme Director,

California State University,

67321, Decker Hall,

Los Angeles,

California,

USA

Date – 15th May 2014

Sub – graduate school letter of recommendation

Dear Ms. Thatcher,

This is a recommendation letter for Ms. Emily Smith, who has been a student at the California State Community College for the last three years. I have been her class teacher as well as her teacher guardian for the past four years and I would strongly recommend Emily for admission in your prestigious university. Emily is not only a brilliant and hardworking student, but has also been involved in several activities like teaching fourth grade classes the museum programme.

Emily has been an excellent student throughout and I have been teaching her English language for the past four years. Not only did her urge for learning new things fascinates me but her consistent performance in English as well other subjects have also surprised me to certain extend. She has been doing exceptionally well in her academics and have also been taking part in various co-curricular activities. As far as I know Emily, she is a challenge loving person and works hard to achieve the goals that she has set for her life.

I hope this recommendation letter serves its purpose.

Thanking You

Yours sincerely,

Paul Sutton,

Programme Director,

California State Community College