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## *INSTITUTION LOGO*

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University/Employer name

Postal Address

Telephone number

Website address

Date (DD Month Year)

Dear Admissions Team,

This letter of recommendation should present a well-documented evaluation in support of the applicant, and provide sufficient evidence and information to help a selection committee in making its decision. It should address the individual's academic capabilities and give an overall picture of the candidate's performance, experience, strengths, capabilities and professional promise.

References should include details of how long you've known the person and in what capacity. It is useful to clarify dates of courses the student has taken with you, or dates of employment with your company, and details of interactions you have had with the applicant. You should describe the person's skills and performance and what makes them an ideal candidate for postgraduate study.

Best regards,

*Written signature*

First Name, Surname

Position

University/Employer

Telephone number

Organisational email address