

LOR SAMPLES FOR UG ADMISSION

To,
The admission committee
(Institution Name)

It is my immense pleasure to write a letter of recommendation for (Applicant's Name) that has applied for admission in (course name) at bachelors level in your prestigious university. I was his/her teacher in (School Name) & have known (Applicants' name) & also worked closely with him in school projects & events.

(Applicants Name) has an excellent record in academics & is determined to do better in every aspect. He/she is confident, ready to take action, actively involved in different activities & competitions. I was a business studies teacher & also handled school events, (Applicant's name) has always been a part of the organizing team. He/she knows how to tackle critical situations, take charge, work independently & lead the team.

Other than in academics, (Applicants Name) was part of the football team. Our school is known for excelling in inter-school level football matches & he/she was also captain for two years straight. He/she registered many trophies for (School Name).

Things that set (Applicant's Name) apart from others, with his/her plate full from shining in academic & sports achievements. He/she still had the potential to learn more. Being an active member of the organizing committee in school, (applicant name) handled events with ease, showcased leadership qualities & wonderful communication skills.

Taking it on a personal note, (Applicant's name) is hardworking & focused on his/her goals. I believe he/she is an ideal candidate & felicitous in your university. I recommend him for admission to your prestigious university into a bachelor's degree course. Please feel free to contact me for any further queries. I wish him success in all his future endeavours.

Sincerely,

(Name)

(Designation)

(School Name)

(Contact no. & email)