SAMPLE – FICTIONAL DETAILS · NOT A REAL PERSON, BUSINESS OR OFFICIAL FORM

# Letter of recommendation (sample)

On letterhead style for a fictional Head of Department · For Kavya Suresh · Sample – fictional details. The people, employers, universities and addresses do not exist.

To the Admissions Committee,

I am writing in support of Kavya Suresh, who is applying to your MSc Data Science programme. I have taught her in two undergraduate physics courses and supervised her final-year project at the Fictional Government College, Kozhikode, over the past two years.

Kavya is a careful student. In the project she treated incomplete rainfall records as a problem of method, not as a nuisance to hide. She documented every cleaning step, asked for a second reading when a result looked too neat, and wrote a short reuse note for the department. She is not the loudest person in a seminar, but she comes prepared and she improves her drafts when they are criticised.

I recommend her for postgraduate study in data science. I am confident she will be a reliable colleague in a laboratory or a taught programme. I am happy to answer a further question at h.o.d.physics.sample@example.com.

Yours faithfully,
**Dr. Anil George** (fictional)
Associate Professor and Head, Department of Physics
Fictional Government College, Kozhikode

A paid LOR is drafted from the recommender's notes, in the recommender's voice, for them to review and sign. We do not send it as if we were the professor.