

**{Your Address}**  
**{City, State, Zip}**

**{Date}**

**{Recipient}**  
**{Recipient's address}**  
**{City, State, Zip}**

Dear **{Name}**,

Although \_\_\_\_\_ has only attended my school for a short time, she has already made a positive and lasting impression. I am sad to see her go, but I am pleased to know that she is looking to transfer to a school with the opportunities you offer.

I have been \_\_\_\_\_'s advisor for the last \_\_\_\_\_, and in that time she has proved herself to be motivated, creative and extremely intelligent. She plans on pursuing her intriguing thesis, " \_\_\_\_\_", with you, and I know that her research and writing skills are more than adequate to achieve the task.

Academically speaking, \_\_\_\_\_ is a joy to teach, but she is also sociable and willing to try new things. I know that she is in charge of the \_\_\_\_\_ club and also works at the campus newspaper. She is a motivated and intelligent young mind, and I recommend her for whatever academic endeavors she pursues.

Sincerely,

**{Name}**