

LOR FORMAT TEMPLATE

Letter of Recommendation for Study Abroad - Standard Structure

LETTER OF RECOMMENDATION

1. Letterhead and date

Official letterhead of the institution or company, followed by the date of writing.

2. Salutation

"To the Admissions Committee," or "To Whom It May Concern,"

3. Introduction

Recommender's name, designation and relationship to the applicant, and how long and in what capacity they have known them.

4. Academic or professional ability

Specific evidence of performance: rank, GPA, key projects, measurable results and skills, with concrete examples.

5. Personal qualities

Character, teamwork, communication, leadership and integrity, again backed by a specific instance.

6. Comparison and endorsement

How the applicant compares to peers, and a clear, strong statement of recommendation.

7. Closing and signature

Offer to provide more details, then signature, full name, designation, institution and contact details.

Standard LOR format for study abroad. Most universities ask for 2 to 3 LORs. Keep each letter to one page.