

Address of Institution

Date

Dear Madam or Sir

Recommendation Letter for Lukas Bosch

**Kommentiert [L1]:** Clear to the point. With this subject line the reader knows from the beginning what to expect.

Lukas Bosch has asked me to write a letter of recommendation to accompany his application to your program and I am happy to do so.

Lukas is a student in my Academic English course this semester. In addition to preparation for the state grammar exam, the course includes a considerable amount of discussion, writing and group work that require interpersonal skills and creativity.

**Kommentiert [L2]:** The referee points out the applicant's strengths in precise and short words.

Lukas is an active and enthusiastic participant in the class. He is serious about learning the material and his intelligence and curiosity help keep our discussions and activities lively. In every class there are one or two students who stand out. Lukas is one of those students and I have no doubt that he would be a valuable addition to your program.

**Kommentiert [L3]:** This is quite a common phrase, but a catchy one.

If you have questions or would like additional information, please contact me.

Best regards,