Dear Sir / Madam:

It is my great pleasure to write this letter in support of Mr. Joy J. John’s application to your esteemed university.

I instructed Mr. John for the course Introduction to the management Principles. She was unquestionably one of the ablest students in the class, and his work in the class consistently reflected a level of insightfulness and attention to detail that is unique to Mr. John. His reports were always prepared on time, and she stood out among his peers for his eagerness to engage in the process of learning and discovery. Simply put, Mr. John was a true pleasure to have in class.

Mr. John was happy to voice his own viewpoints during class discussions, and often asked me for further clarification of points I covered in my lecture. In addition to his confidence and eagerness to learn, Mr. John also made a good impression on me due to his pleasant personality. Certainly, she seemed to get on well with classmates and teachers at all times, and I imagine that she will do the same when she is in your institution.

Based on my observation of his abilities, I strongly believe she has the potential to be an outstanding student at your university. I therefore recommend his for admission to your master’s program. Please do not hesitate to contact me for more information.

Yours sincerely,

A.Y.Shah

Director

H.L. Institue of Commerce