

Letter of Recommendation Annotated Sample Pack

Two full, margin-annotated LOR excerpts, one academic and one professional, showing exactly why each paragraph works.

BEST FOR

Indian students requesting LORs for the 2026-27 or 2027-28 intake.

WHAT'S INSIDE

2 annotated samples + 1 fillable LOR template you can type into.

HOW TO USE

Share the samples with your recommender, then draft in the fillable pages.

In this pack

- 1 Sample Letter of Recommendation — Academic (Professor to University)
- 2 Sample Letter of Recommendation — Professional (Manager to University)
- 3 Fillable Letter of Recommendation Template — type directly into this PDF

Disclaimer: The two samples below are illustrative composites written for reference only. Share the structure and tone with your recommender, not the exact wording. Universities cross-check LOR content against your SOP and resume for consistency.

Prepared by LeapScholar's study-abroad content and counselling team. Reviewed for the 2026-27 application cycle.

Have questions on choosing a recommender? **Talk to a LeapScholar counsellor** at leapscholar.com/counsellors.

Professor to University

"I have supervised [Student Name] for two semesters as her thesis advisor in the Department of Computer Science, where she worked on a real-time anomaly detection system for network traffic."

WHY THIS WORKS — Introduction

Names the exact relationship, department, and project instead of a vague "I have known the student for some time." This is the Introduction section doing its job: specific, verifiable, and impossible to copy-paste for another student.

"What distinguished her work was not just technical competence but her response when our initial model failed to generalize past the training set: rather than defaulting to a known architecture, she spent three weeks researching an alternative approach and ultimately improved detection accuracy by 14%."

WHY THIS WORKS — Specific Example

A named failure, a specific action, and a measurable outcome, not adjectives like "hardworking" or "dedicated." This is the paragraph that separates a memorable LOR from a forgettable one.

"I recommend her without reservation for your graduate program and am confident she will contribute meaningfully to any research environment she joins."

WHY THIS WORKS — Closing Endorsement

A direct, unhedged closing statement. Notice it doesn't restate the whole resume, it trusts the specific example above to have already made the case.

Manager to University

“As [Student Name]’s direct manager for the past two years at [Company], I oversaw his work on our supply-chain analytics team, where he led a cross-functional project to reduce vendor lead time.”

WHY THIS WORKS — Introduction

States the exact reporting relationship and duration, which is what admissions committees look for first in a professional LOR: not a title, but a working relationship long enough to be credible.

“When a key vendor unexpectedly delayed shipments during peak season, [Student Name] independently built a forecasting model that let our team reroute orders within 48 hours, a response that ultimately saved the company an estimated Rs. 12 lakh in penalty costs that quarter.”

WHY THIS WORKS — Specific Example

A concrete crisis, a specific action, and a quantified business outcome. This is exactly what separates a professional LOR from a generic performance-review summary.

“I have no hesitation recommending him for your MBA program, and I believe the analytical rigor he brought to our team will translate directly into strong classroom and case-study contributions.”

WHY THIS WORKS — Closing Endorsement

Ties the professional strength directly to what an MBA program specifically values, rather than a generic “he would be an asset.”

Letter of Recommendation — Your Draft

Click into each box below and type directly in this PDF, then save a copy. Share this with your recommender or fill it in together.

1. Header — Contact Info and Date

Recommender's name, title, institution/company, address, phone, email, and the date. Add the recipient's details (admissions committee or named contact) below that.

2. Introduction — Who You Are and How You Know the Candidate

Your title and exactly how you know them: which course, project, or role, and for how long.

Letter of Recommendation — Your Draft

3. Body Paragraphs — Specific Examples and Strengths

One real incident with a measurable outcome. This is the paragraph reviewers remember most, so give it the most room.

4. Conclusion — A Clear Statement of Support

A direct statement of support and why the candidate fits this specific role or program.

5. Sign-off — Name, Signature and Contact Details

Full name, designation, signature, and contact information for verification.