GRADUATE SCHOOL RECOMMENDATION

Jordan Example
Program coordinator
Example Program
10 Example Street, Albany, NY
jordan@example.invalid

November 5, 2026

Graduate Admissions Committee
Example University Graduate Admissions

Re: Letter of Recommendation for Alex Example — Applicant, Master of Public Administration

Dear Members of the Admissions Committee:

I provide this factual reference concerning **Alex Example** in connection with admission to the Master of Public Administration program. I do not offer a recommendation through this reference.

I. Context in Which I Came to Know the Applicant

I have known Alex Example for six months. My relationship to the candidate is program coordinator. I reviewed the project notes and attended two sessions alongside the candidate.

Specifically, I worked with Alex Example in **Community planning seminar**, in which Alex Example earned Pass.

II. Information Provided by the Writer

I can confirm attendance at the two sessions I observed. I have not assessed performance outside those sessions.

III. Specific Examples

Alex prepared an event checklist during the October session. I did not supervise other projects.

IV. Fit for Master of Public Administration

My statement is limited to the described sessions. Other qualifications have not been assessed.

V. Candid Assessment of Areas for Growth

The candidate needs additional supervised practice before independent responsibility.

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Conclusion

This reference is limited to the information stated above and does not recommend a selection or appointment.

I welcome any inquiry. Please contact me at jordan@example.invalid.

Sincerely,

Jordan Example

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Jordan Example
Program coordinator
Example Program

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