COLLEGE LETTER OF RECOMMENDATION

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

November 5, 2026

Office of Undergraduate Admissions
Example College Undergraduate Admissions

Re: Recommendation for Alex Example — Undergraduate Applicant

Dear Members of the Admissions Committee:

I provide this factual reference concerning **Alex Example** in connection with admission to the undergraduate public affairs program. I do not offer a recommendation through this reference.

I. How I 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.

The course or learning context I identify is **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. Why This College

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

V. Balanced Note

The candidate needs additional supervised practice before independent responsibility.

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I would be delighted to speak with the Committee about Alex Example at jordan@example.invalid.

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

Sincerely,

Jordan Example

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

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Program coordinator
Example Program

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