**[Place and date]**

For the attention of **[Full position name, department name, university name]**

Through this, I want to present the applicant: **[Name and Surname]**, with identification number **[Identification number]**, who has presented their credentials to apply for the **[Master in Educational Research]**, in this academic period. I manifest that I have known him for xxx years, both personally and academically. He has proven to be an enterprising, disciplined, responsible, and proactive student. He always seeks to deepen his knowledge with skills for interpersonal relationships, leadership skills and proactivity for teamwork.

In this sense, I invite you to review your record of grades, recognitions and other academic history, so that you can verify what is stated here. I recommend it fully convinced that it will fully comply with the requirements established in this prestigious study house.

Without further reference, waiting for this recommendation to be taken into account.

Sincerely,

**[Name and surname]**