

Recommendation Letter

Name of Applicant: _____

Name of Referee: _____

Company: _____

Position or Title: _____

Email: _____

Phone: _____

To the referee:

Recommendation letters are crucial to the applicant and should be completed thoroughly. If you need to use additional sheets, please attach them to the form. When completed, please attach a business card, sign your name across the seal on the envelope flap, and return it to the applicant. It is the applicant's responsibility to enclose the letter in the completed application package and send it to the Master's Programs Office. We greatly appreciate your time and effort in completing this form. We may contact you for further information and confirmation.

How long and in what capacity have you known the applicant?

Please give a brief assessment of the applicant, such as academic level, research ability, creativity, problem-solving skill, knowledge structure and language skill.

What is the area in which the applicant is most in need of improvement? And in your opinion, what is the applicant's potential for career development?

Signature:

Date: