

# WRITING GUIDE FOR LETTERS OF RECOMMENDATION

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## Necessary Information in a letter of recommendation

A letter of recommendation should be in English and include the following information:

- For those addressing this letter
  - their Name
  - their E-mail address (in case we need to contact them in the future)
  - The name of the institution they belong to
- The letter should include
  - The name of the student
  - The realm (course, internship, etc.) of which you have made the student's acquaintance and how long you have known the student
  - The student's strong points academically or professionally
  - The student's personal attributes (such as their initiative, reliability, adaptability, etc.)

The faculty or staff providing the letter of recommendation is free to add additional commentary if they wish.

## Format of the letter

- The letter should be written on letterhead from the referent's institution and should start with **To whom it may concern.**
- At least one letter of recommendation must be in English. Students placed at the University of Puerto Rico may provide letters in Spanish.
- It should be placed in an sealed envelope with the name of the student on it