

# Letter of Recommendation

Dean  
JK Business School,  
Gurugram.

It is my immense pleasure to recommend ....., whom I taught  
.....(subject)

**My rating of your applicant on a scale of 1 to 5 (5 being the best)**

- A. Level of performance and result/s
- B. Potential/suitability to undertake postgraduate study and research
- C. Motivation and intellectual capacity
- D. Respect for academic rigor
- E. Level of Effort
- F. Reliability

1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

**Please provide information about the following:**

- A. I have known the applicant ..... (Years).
- B. The candidates first language is not English but I consider his/her ability to read, write, speak and comprehend English adequate for the programme applied for and would rate him...../10(Scale of ten)
- C. Other information I think relevant and which I feel would assist the Institute in making its decision.....  
.....

**My comparative rating of the candidate relative to other students in my institution in the same year**

PARAMETER	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%
Academic Performance					
Intellectual Ability					
original thinking					
Motivation to pursue professional course					

**Name of the Referee:** .....

**Subject Expertise of the Referee:** .....

**Name and Address of the Referee's Institution:**.....

**Please feel free to contact me with any further questions at:**

**E-Mail:**.....

**Mobile:**.....