

**Justa University**  
Department of Minor Things  
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A. Billy Bob  
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Department of Important Things  
Some Better University  
Campus Box xxxx  
Somewhere, CO 80303-xxxx

March 5, 2008

Dear Selection Committee members:

I am most pleased to submit this letter of recommendation for XXX, an applicant to the graduate program in XXX at the University of Colorado at Boulder.

XXX is a totally cool guy. He has done lots of cool stuff.

Although the classes were very large, XXX distinguished himself as one of the top students because XXX would always submit his work in LaTeX.

XXX's contributions extended beyond his classroom activities. They were, like, totally cool.

I am positive that XXX's high level of performance will continue. I give XXX my highest recommendation. Hint, hint...XXX should get lots of money to go to school.

Sincerely,

A. Billy Bob