

نماذج لخطاب التوصية



تُعد خطابات التوصية من أهم متطلبات التقديم على المنح الدراسية والجامعات، لذلك جمعنا لك في هذا الملف نماذج جاهزة ومعتمدة لتستعين بها في إعداد ملفك بأفضل صورة.

المقدمة

يضم هذا الملف مجموعة من عينات ونماذج خطابات التوصية (Letters of Recommendation) الحقيقية والمعتمدة، لتكون مرجعاً استرشادياً لك أثناء إعداد ملف التقديم على المنح والجامعات.

• كيف تستفيد من هذه النماذج؟

فهم الصياغة الرسمية: الاطلاع على الأسلوب الأكاديمي واللغة المستخدمة في الخطابات الرسمية.

تغذية بصرية: أخذ فكرة واضحة عن الهيكل العام للخطاب، التنسيق، والختم الرسمي.

تسهيل المهمة: الاستعانة بهذه الأمثلة لاستعراضها مع أستاذك ليعرف الشكل والمحتوى المطلوب.

نتمنى لك كل التوفيق في رحلة تقديمك!



Official Letter of Recommendation

To Whom It May Concern,

I am pleased to provide this recommendation for **Mr. Rian**, a first-year student in the **Department of Artificial Intelligence** at **Taiz University**, whom I taught **Calculus** during his academic studies.

From the outset, He demonstrated a strong and comprehensive understanding of calculus as a unified mathematical framework rather than a collection of isolated techniques. His grasp of fundamental and advanced concepts reflects depth, coherence, and clarity of reasoning, which is uncommon at such an early stage of university education.

He approaches calculus with a mature analytical mindset. He understands underlying principles, applies them correctly, and reasons through problems logically and efficiently. His work consistently shows conceptual awareness, accuracy, and the ability to interpret mathematical ideas in a meaningful way, indicating mastery rather than surface-level familiarity.

Throughout the course, he showed a clear ability to think independently, justify his reasoning, and connect mathematical ideas with confidence. His understanding of calculus supports advanced analytical thinking, which is essential for artificial intelligence, data analysis, and scientific research. His performance reflects not only strong prior knowledge but also continuous intellectual growth.

Beyond his technical ability, Rian is disciplined, focused, and highly motivated. He engages seriously with complex material, demonstrates persistence in challenging contexts, and maintains a high standard of academic integrity and self-improvement. His mindset aligns well with research-oriented and internationally competitive academic environments.

Based on my direct academic interaction and evaluation, I confidently affirm that **Mr. Rian** possesses a **solid and complete understanding of calculus**, strong analytical reasoning, and the academic maturity required to succeed in **competitive scholarship programs and advanced studies abroad**. I recommend him with full confidence and without reservation.

Sincerely,

Dr. A.
Head of Computer Teacher Department
Taiz University

Email:
Signature A:





Letter of Recommendation

8-2-2026

To Whom It May Concern,

I am pleased to provide a strong recommendation for **Mr. Rian**, a first-year student in the **Artificial Intelligence program at Taiz University**. I have had the privilege of teaching him in the subject of **Physics**, and I can confidently attest to his exceptional intelligence and strong commitment to his academic work.

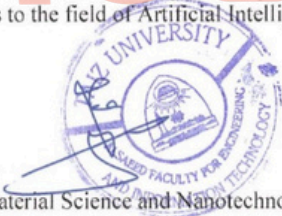
Although Rian is still at the early stage of his academic journey, he has already demonstrated remarkable excellence, particularly in the area of **data analysis**. He has shown an impressive ability to apply scientific theories to practical projects in a meaningful and effective way.

I am fully confident that Rian possesses the potential to excel in his academic and scientific pursuits. His dedication, ambition, and intellectual curiosity clearly distinguish him from his peers. He not only excels academically but also demonstrates the essential qualities for a strong passion in scientific research. His ability to apply physics concepts to real-world applications—particularly in data analysis and experimental design—confirms that he is well-qualified to contribute to international academic and research environments.

Based on my observations, I highly and confidently recommend him for any academic opportunity abroad. He is an outstanding and capable student with the potential to make meaningful contributions to the field of Artificial Intelligence and related scientific disciplines.

Sincerely,

Dr. Faisal

Assistant Professor of Material Science and Nanotechnology Physics
Department of Physics, Faculty of Education, Taiz University, Republic of Yemen
Mobile:
Email:




وزارة التعليم
Ministry of Education

To Whom It May Concern

This is to certify that Mr. Aseel [redacted] has been my student at [redacted]

During his year of study, he distinguished himself as a serious-minded student and he showed great interest in seeking knowledge and learning.

I taught him an English language course (Mega Goal 3.1) where he scored high with very good marks. He was always industrious, dependable and keen to learn.

Aseel is talented, studious and enthusiastic with the charisma, confidence, strong values and respect for others, which can enable him to make a huge difference in the world around him. He believes passionately in social progress and working for the common good. His ability to acquire new skills and improve through practice was likely shaped by taking part in almost all class presentations, projects and activities.

I do highly recommend him for any bachelor's degree program of his own interest and I am certain that he is really capable of pursuing such studies if given the opportunity.

Thank you for your trust.

Sincerely,

Mr. [redacted]

English Language Teacher

Mobile: +96 [redacted]

E-mail: bu [redacted]



Recommendation Letter

To the Turkish Scholarship Committee,

It is my pleasure to write this recommendation letter for Aseel [REDACTED] a remarkable student who has consistently demonstrated dedication, intelligence, and a strong sense of responsibility. My name [REDACTED], and I am a practicing Computer Science teacher at [REDACTED] holding a Bachelor's degree. I have had the privilege of teaching Aseel and observing his academic and personal growth over time.

Aseel is a highly motivated and diligent student. He approaches his studies with seriousness and determination, always striving to excel in every task he undertakes. He has a natural curiosity and a keen analytical mind that allows him to grasp complex concepts quickly and apply them effectively. His ability to think critically and creatively makes him stand out as a student capable of contributing meaningfully in both classroom discussions and group projects.

Beyond his academic excellence, Aseel demonstrates exceptional personal qualities. He is respectful, disciplined, and highly cooperative with both teachers and peers. His positive attitude, integrity, and willingness to help others make him a role model within the school environment. Aseel also shows resilience and adaptability, qualities that will undoubtedly help him thrive in a dynamic and multicultural academic setting.

I am confident that Aseel will make the most of the opportunities provided by the Turkish Scholarship Program. He has the intellectual capacity, maturity, and determination to excel academically and contribute positively to the educational community in Turkey. I strongly and wholeheartedly recommend Aseel [REDACTED] for acceptance into this esteemed program.

Should you require any additional information, I am available and pleased to provide it.

With sincere respect,

[REDACTED]
Practicing Computer Science Teacher

Phone: [REDACTED]

Email: [REDACTED]





Recommendation Letter

To the Turkish Scholarship Committee,

It is with great pleasure that I write this recommendation letter for Aseel [redacted] [redacted] a student whose dedication, diligence, and strong sense of responsibility have left a lasting impression on me. My name is [redacted], and I am a practicing teacher in the government sector with a Bachelor's degree. I have had the privilege of teaching and observing Aseel at Khalid Bin Al-Walid Secondary School in Al-Faisaliah District, Jeddah.

Aseel is a student who consistently demonstrates excellence in his academic pursuits. He is attentive, motivated, and eager to learn, always going beyond the standard requirements of the curriculum to deepen his understanding. He possesses critical thinking skills, a keen analytical mind, and the ability to approach challenges with patience and perseverance. These qualities not only allow him to excel academically but also make him a valuable contributor in group activities and discussions.

Beyond his academic strengths, Aseel exhibits remarkable personal qualities. He is respectful, reliable, and possesses a positive attitude toward learning and collaboration. His strong ethical foundation and his willingness to support and encourage his peers create a harmonious and productive learning environment. He approaches tasks with maturity and integrity, reflecting a level of responsibility beyond his years.

I am confident that Aseel will thrive in the Turkish Scholarship Program. His intellectual abilities, combined with his determination and passion for learning, will enable him to fully benefit from this opportunity and contribute positively to the academic community in Turkey. I firmly believe that he will represent his school, his country, and your esteemed program with excellence and integrity.

I wholeheartedly recommend Aseel [redacted] for acceptance into the Turkish Scholarship Program, and I am available to provide any further information if required.

With sincere respect,

[redacted]
Practicing Teacher – Government Sector

Phone: [redacted]

Email: [redacted]



2025 \ 12 \ 4



@molim_team

To whom it may concern:

I am writing this reference at the request of a scholarship program who is applying for Student Assel [redacted]

I have known Assel for three years in my capacity as a teacher at [redacted]

He took chemistry classes and he earned superior grades in those classes. Based on Assel grades, attendance, and class participation, I'd rate academic performance of Assel in my class as superior.

In conclusion, We would highly recommend him If his performance in our classes is any indication of how he'd perform in your position, and Assel will be indeed in a positive addition .

If you should ever need any additional information you can feel free to contact me at email : [redacted]

Sincerely,





بسم الله الرحمن الرحيم.

إلى من يهمه الأمر،

السلام عليكم ورحمة الله وبركاته.

تفيد إدارة مدرسة ثانوية [redacted] بأن الطالب أصيل [redacted] الصلوي هو أحد طلاب مدرستنا، وقد درس لدينا وأظهر لنا مستوى متميزاً من الالتزام والانضباط وحسن السلوك.

لقد كان الطالب أصيل طالباً مجتهداً، حيث تميز بأخلاقه الحسنة وتعاونه الإيجابي مع زملائه ومعلميه، إضافةً إلى تقدمه في المستوى التعليمي، مما جعله محل تقدير واحترام من قبل الهيئة التعليمية والإدارية.

وبناءً على ما لمسناه من قدراته التعليمية وشخصيته الإيجابية، فإننا نوصي به وبكل ثقة، ونرى أنه جدير بالحصول على هذه الفرصة، ونرجو له دوام التوفيق والنجاح في مسيرته التعليمية والعملية.



مدير المدرسة: [redacted]

الرقم: 2 [redacted]

الإيميل: [redacted]

التوقيع: [redacted]



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

تشهد جمعية رسوخ التعليمية بمنطقة مكة المكرمة بأن المتطوع /أصيل
الصلوي، حامل هوية رقم/د. ، قد تطوع ضمن برامج وأنشطة الجمعية
خلال الفترة الماضية.

وقد أظهر المتطوع خلال فترة تطوعه التزامًا عاليًا، وانضباطًا في أداء المهام الموكلة
إليه، وحماسًا واضحًا لتطوير مهاراته الشخصية والمهنية، كما تميّز بروح المبادرة، والقدرة
على العمل ضمن فريق، والحرص على التعلم والتطوير المستمر.
وإذ تشهد الجمعية بذلك، فإنها توصي به لما يتمتع به من أخلاق رفيعة، وقيم إيجابية،
ومسؤولية عالية، وتؤكد أنه سيكون بإذن الله إضافة مميزة لأي جهة تطوعية أو تعليمية
ينضم إليها.

نشكركم معنا،، والله يحفظكم ويرعاكم

المدير التنفيذي،

ياسر بن



Letter of Recommendation

To the Esteemed Admissions Committee

It is my great pleasure to provide this recommendation for the student : [REDACTED] whom I taught in the 10th and 11th grades at [REDACTED] the subject of English Language.

I have been impressed since I began teaching her by her high language proficiency and her ability to express herself fluently, despite her young age. [REDACTED] possesses sharp intelligence, keen understanding, and a genuine love for learning, which enabled her to excel among many of her peers.

One memorable instance was when I, the English Language Coordinator prepared a structured English lesson with my dear students. [REDACTED] was the first to stand up and answer, speaking fluently, boldly, and with great confidence, leaving a remarkable impression on everyone

[REDACTED] consistently demonstrated commitment in completing her assignments with accuracy and care, she was always one of the students relied upon for classroom activities and school performances.

She is distinguished by a balanced leadership personality and demonstrates initiative and teamwork [REDACTED] is also a talented writer, having authored a motivational book that included lessons in patience, perseverance, and facing challenges with strength and faith, reflecting her intellectual maturity and her ability to positively influence others.

Furthermore, [REDACTED] consistently demonstrated strong moral character and respect for academic values. She approached her studies with honesty, seriousness, and a clear sense of responsibility, earning the trust of both her teachers and peers. Her respectful attitude, combined with her willingness to learn and improve, made her a positive presence in the classroom and a student who contributed to a healthy and productive learning environment.

I am confident that [REDACTED] will continue her academic excellence and will be a valuable addition to any educational environment she joins.

Therefore, I recommend her with full confidence and faith in her abilities, and I affirm that she possesses all the qualities that make her a worthy candidate for your prestigious scholarship.

Teacher: [REDACTED]

[REDACTED]

Email: [REDACTED]@gmail.com

Mobile: +96 [REDACTED]



LETTER OF RECOMMENDATION

As the team behind the "[REDACTED]", we are pleased to write this recommendation for [REDACTED]. [REDACTED] joined our development phase and successfully integrated a vital security dimension that our project previously lacked.

[REDACTED] primary contribution was the conceptualization and design of the "External Fire Monitoring System." She strategically selected the MQ-2 smoke and gas sensor to serve as an early warning system against forest fires, a critical threat to refugee camps. What truly impressed the team was not just her programming skills, but her attention to real-world implementation. She engineered simple yet highly effective solutions to protect the sensors from heavy rain and harsh environmental conditions, ensuring the system's reliability in rugged field environments.

Throughout her time with us, [REDACTED] demonstrated an exceptional capacity for self-learning and a genuine commitment to ethical research. She has a remarkable talent for repurposing accessible technology, such as Arduino and basic sensors, into life-saving humanitarian tools. Her contribution has significantly enhanced the safety of the Smart Tent project.

We highly recommend [REDACTED] for admission to your esteemed university. She is a dedicated student with the vision and technical aptitude to transform basic electronic components into intelligent solutions that serve humanity. We are confident she will be a valuable and innovative addition to your academic community.

With sincere appreciation,

[REDACTED]
[REDACTED]
Team Leader: [REDACTED] Muzamir Al-Dakki

Recommendation Letter

To Whom It May Concern,

I am pleased to recommend Mr. Mustafa [REDACTED], who has consistently shown excellent conduct, discipline, and commitment to his studies. He is respectful, responsible, and highly motivated, with a positive attitude toward both learning and teamwork.

Mustafa is well-regarded by teachers and peers for his integrity, cooperation, and dedication. I am confident he will be an asset to any institution he joins.



Sincerely yours,

Principal of Prince [REDACTED]

[REDACTED] Educational Complex

Phone Number: [REDACTED]

E-mail: [REDACTED]



To Whom It May Concern,

It is my pleasure to recommend Mr. Mustafa , student who has consistently exhibited exemplary behavior, diligence, and a sincere commitment to his studies. Throughout his time with us, Mustafa has shown remarkable enthusiasm for learning and a genuine sense of responsibility toward his academic and personal growth.

He is known among his peers and instructors for his respectful attitude, cooperative nature, and integrity. Mustafa approaches every task with dedication and punctuality, earning the trust and admiration of those around him.

I am confident that Mustafa will continue to distinguish himself through his hard work and positive attitude in any future academic or professional endeavors. He has my highest recommendation and full support.

Sincerely yours,

Teacher of English language

[Redacted Signature]

At:

Phone Number: +966

E-mail: t

Imam Abdulaziz bin Mohammed High
School

Subject: Academic Recommendation for MOHAMMED

To the University Admissions Committee,

I am writing this letter to highly recommend **MOHAMMED** for admission to your university program. Having been his Mathematics teacher at **Imam Abdulaziz bin Mohammed High School**, I have had the opportunity to witness his analytical mindset and his exceptional ability to handle complex logical structures.

Mohammed stands out as a student who excels not only in abstract mathematical theories but also in the practical application of logic. This was most evident in his initiative at the School's Learning Resource Center. He approached the library's disorganized inventory with the precision of a mathematician—categorizing, auditing, and eventually developing an electronic database and automated borrowing system.

The way he structured the booking system reflects a deep understanding of algorithmic thinking and data organization, skills that are fundamental to both Mathematics and modern technology. His work saved the school countless hours of manual labor and demonstrated a level of technical maturity rarely seen at the high school level.

I am confident that his strong analytical background and his proactive approach to problem-solving will make him an outstanding student at your institution. I recommend him with the highest degree of confidence.

Sincerely,

Teacher's Name: _____

Position: Mathematics Department

Contact Info: _____



Imam Abdulaziz bin Mohammed High
School

Subject: Academic Recommendation for MOHAMMED

To the University Admissions Committee,

I am writing this letter to highly recommend **MOHAMMED** for admission to your university program. Having been his Mathematics teacher at **Imam Abdulaziz bin Mohammed High School**, I have had the opportunity to witness his analytical mindset and his exceptional ability to handle complex logical structures.

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I am confident that his strong analytical background and his proactive approach to problem-solving will make him an outstanding student at your institution. I recommend him with the highest degree of confidence.

Sincerely,

Teacher's Name: _____

Position: Mathematics Department

Contact Info: _____



أخيرًا،

تذكّر أن رسالة التوصية ليست مجرد إجراء شكلي، بل هي فرصتك لإبراز تميزك وشغفك أمام لجان القبول. اختيارك للموصي المناسب وتجهيز بياناتك بذكاء يضمن لك تقديم توصية قوية تؤثر في قرار قبولك. نأمل أن تكون هذه النماذج دليلاً عملياً يساعدك في إعداد ملف التقديم بأفضل صورة.

نتمنى لك كل التوفيق، وأن تكون هذه الخطوة بوابتك لنيل الفرصة التي تطمح إليها! ✨



مجتمع التليجرام

كن أول من يعلم بجديد المنح والتنبهات المباشرة والأخبار التعليمية فور صدورها.



t.me/Molim_Team



الموقع الإلكتروني

تصفح كافة الفرص والخدمات التعليمية في واجهة واحدة منظمة وسهلة الاستخدام.



molim.team

قم بكتابة منصة ملم للمنح الدراسية في المتصفح الخاص بك.
او @molim_team في خانة البحث في التليجرام.