

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Admissions Committee]
Indiana University
[Department/Program Name]
[University Address]
[City, State, Zip Code]

Dear Admissions Committee,
I am writing to wholeheartedly recommend [Applicant's Name] for admission to [specific program or degree] at Indiana University. Having known [Applicant's Name] for [duration] as [his/her/their] [relation, e.g., professor, employer], I have witnessed [his/her/their] exceptional [skills, traits, or achievements].

[Paragraph highlighting academic strengths, relevant skills, and contributions to the field or community.]

In addition to [his/her/their] academic prowess, [Applicant's Name] demonstrates [character traits, leadership qualities, or interpersonal skills]. [Provide an example that illustrates these qualities.]

I believe [Applicant's Name] will bring [unique perspectives, experiences, or skills] to your program and thrive in the collaborative environment at Indiana University. I strongly endorse [his/her/their] application and am confident [he/she/they] will succeed in [his/her/their] future academic endeavors.

Thank you for considering this recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Institution/Organization]