

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[University Name]
[Office of Admissions]
[University Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to express my support for [Applicant's Name] in their application for admission to [University Name]. I have had the pleasure of knowing [Applicant] for [period of time] in my capacity as [Your Position, e.g., teacher, mentor, supervisor].

[In this paragraph, provide specific examples of the applicant's qualities, achievements, and experiences that exemplify why they would be a great fit for the university. Mention any relevant skills, accomplishments, or contributions to the community.]

I believe that [Applicant's Name]'s dedication, passion, and commitment to [mention relevant field or interest] will greatly contribute to the [University Name] community. [He/She/They] exhibit a strong desire to learn and grow, which I am confident will lead to [his/her/their] success in [desired program or field of study].

Thank you for considering this recommendation. I am confident that [Applicant's Name] will be a valuable addition to [University Name].

Sincerely,

[Your Name]
[Your Position/Title]
[Your Institution/Organization]