

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

[Admission Office]
[University of California]
[Address of the Specific UC Campus]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to recommend [Student's Full Name] for admission to the University of California. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your relationship to the student, e.g., teacher, employer, counselor].

[First paragraph: Introduce the student and the context in which you know them. Highlight key qualities and achievements that make them a strong candidate.]

[Second paragraph: Provide specific examples of the student's skills, accomplishments, or character traits that demonstrate their readiness for university-level work and their potential contributions to the campus community.]

[Third paragraph: Discuss any challenges the student has faced and how they have overcome them, reinforcing their resilience and determination.]

In conclusion, I highly recommend [Student's Full Name] for admission to the University of California. I am confident that [he/she/they] will excel in [his/her/their] studies and be a valuable addition to your academic community.

Thank you for considering this application.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Position]