

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

Office of Undergraduate Admissions
University of California, Los Angeles
1147 Murphy Hall, Box 951436
Los Angeles, CA 90095-1436

Dear UCLA Admissions Committee,

I hope this letter finds you well. I am writing to express my strong support for [Applicant's Name] as they apply for admission to UCLA for the upcoming academic year. As [his/her/their] [relationship to the applicant, e.g., teacher, counselor, etc.] for [duration], I have had the pleasure of witnessing [his/her/their] remarkable growth and commitment to academic excellence.

[Insert specific examples of accomplishments, character traits, and contributions to the community that highlight the applicant's suitability for UCLA.]

I firmly believe that [Applicant's Name] would be a valuable addition to the UCLA community and would take full advantage of the opportunities available at your esteemed institution.

Thank you for considering this letter of support. Please feel free to reach out if you require any further information.

Sincerely,

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