

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

Admissions Committee  
University of California, Los Angeles  
[Address of UCLA]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to strongly recommend [Applicant's Name] for admission to the University of California, Los Angeles. As [Your Relationship to the Applicant, e.g., their teacher, mentor, employer] at [Your Institution/Organization] for [Length of Time], I have had the pleasure of witnessing [his/her/their] exceptional qualities and dedication firsthand.

During [Applicant's Name]'s time in my [Class/Program/Workplace], [he/she/they] demonstrated remarkable [skills/qualities relevant to the program] such as [specific examples of skills/qualities]. [He/She/They] consistently [describe relevant accomplishments or contributions], which speaks volumes about [his/her/their] character and work ethic.

[Provide a specific example of a project or task the applicant excelled in, illustrating their strengths and contributions.]

I believe that [Applicant's Name]'s passion for [Field of Study] and commitment to [specific values or goals] make [him/her/them] an ideal candidate for UCLA. [He/She/They] is not only academically talented but also a natural leader and [add another personal attribute, e.g., team player, compassionate, etc.].

I am confident that [Applicant's Name] will bring the same enthusiasm, dedication, and excellence to UCLA that [he/she/they] has shown at [Your Institution/Organization]. I wholeheartedly support [his/her/their] application and believe that [he/she/they] will thrive in your distinguished program.

Thank you for considering [Applicant's Name]'s application. Please feel free to contact me if you need any more information or further insight into [his/her/their] qualifications and character.

Sincerely,

[Your Name]  
[Your Title/Position]