

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title, if applicable]  
[University of Florida]  
[Department/Office Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name or Admissions Committee],

[Opening paragraph introducing yourself and stating your purpose for writing the letter.]

[Second paragraph elaborating on your academic achievements, extracurricular activities, and any relevant experiences that make you a strong candidate for admission.]

[Third paragraph expressing your enthusiasm for the University of Florida and how it aligns with your academic and career goals.]

[Closing paragraph thanking the recipient for their time and consideration, and expressing your hope to be a part of the university community.]

Sincerely,  
[Your Name]