

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to enthusiastically recommend [Student's Name] for the position of Student Mentor at the University of Florida. As [his/her/their] [your relationship to the student, e.g., professor, supervisor] during [time period], I have had the privilege of observing [his/her/their] development and dedication firsthand.

[Student's Name] has consistently demonstrated exceptional skills in [specific skills or qualities related to mentorship, e.g., leadership, communication, empathy]. In [specific course or project], [he/she/they] [describe a relevant example that showcases these skills]. This experience highlighted [his/her/their] ability to engage effectively with peers and foster a collaborative environment.

Moreover, [Student's Name]'s commitment to [related experience or field, e.g., community service, academic excellence] further exemplifies [his/her/their] suitability for the mentor role. [He/She/They] actively [mention any relevant activities, responsibilities, or contributions], which speaks to [his/her/their] proactive approach and passion for helping others succeed.

I have no doubt that [Student's Name] will be an invaluable asset as a Student Mentor. [His/Her/Their] compassionate nature and ability to connect with others make [him/her/them] well-equipped to guide and inspire fellow students.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]