

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[University of Illinois at Chicago]
[Department/Office]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for admission to the [specific program, e.g., Graduate Program] at the University of Illinois at Chicago. I have had the pleasure of knowing and working with [Applicant's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Organization].

During this time, I have been consistently impressed by [Applicant's Name]'s [describe specific qualities, skills, achievements].

[He/She/They] has demonstrated [specific examples of accomplishments or contributions].

[Discuss any relevant experiences, projects, or coursework that showcase the applicant's strengths and suitability for the program.]

I am confident that [Applicant's Name] will bring the same level of dedication and excellence to [University of Illinois at Chicago] as [he/she/they] has shown throughout [his/her/their] time with us.

[He/She/They] has my highest recommendation without reservation.

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

Sincerely,

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