

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

[Recipient Name]
[Recipient Position]
[Department/Office Name]

University of Toronto
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name or "Admissions Committee"],
I am writing to strongly recommend [Applicant's Name] for [specific program, job, scholarship, etc.] at the University of Toronto. I have had the pleasure of knowing and working with [him/her/them] for [duration] at [Your Institution/Organization], where [he/she/they] [describe the context of your relationship, e.g., as a student, employee, etc.]. During this time, [Applicant's Name] has demonstrated exceptional [qualities, skills, or attributes relevant to the program or position], particularly in [specific examples]. [He/She/They] consistently [highlight achievements or contributions].

[Provide additional examples or anecdotes that showcase the applicant's strengths and suitability for the program or position. Be specific and relevant to the context of the recommendation.]

I am confident that [Applicant's Name] will excel at the University of Toronto and contribute positively to [the program, department, or community]. [He/She/They] possesses the drive, intelligence, and character necessary to succeed and make an impact.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information or insights regarding [Applicant's Name].

Sincerely,
[Your Name]
[Your Position]