[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Office]
University of Toronto
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to provide a reference for [Applicant's Name] as part of their application to [specific program or position] at the University of Toronto. I have known [Applicant's Name] for [duration] in my capacity as [Your Position/Relationship to Applicant].
[In this paragraph, describe the applicant's qualifications, experiences, and skills relevant to the program/position they are applying for. Include specific examples that demonstrate their capabilities and character.]
[In this paragraph, discuss the applicant's contributions, achievements, or particular instances that showcase their strengths. Highlight any relevant projects, coursework, or experiences that stand out.]
Based on my experience with [Applicant's Name], I confidently recommend them for [specific program or position]. I believe that they will be an asset to the University of Toronto and will contribute positively to the campus community.
If you have any further questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].
Sincerely,
[Your Name]
[Your Job Title/Position]
[Your Institution/Organization]
[Your Department]