

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

[Recipient Name]  
[Recipient Title/Position]  
[Department/Organization]  
[University of Arizona]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally commend [Name of the Person Being Commended] for [specific reasons for commendation]. [He/She/They] has consistently demonstrated remarkable qualities such as [list qualities or contributions], making a significant impact on [specific projects, initiatives, or groups].

Throughout [his/her/their] time at the University of Arizona, [he/she/they] has [describe specific actions, contributions, or achievements]. This has not only benefited [his/her/their] peers but has also enhanced the overall environment within [department, organization, or university].

I believe it is important to recognize and celebrate [his/her/their] efforts and dedication. [Add personal anecdotes or specific examples of achievements].

Thank you for your attention to this commendation. I strongly support [Name of the Person Being Commended] and believe [he/she/they] deserves recognition for [his/her/their] exceptional work and commitment.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]  
[Department/Organization]  
[University of Arizona]