

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[Recipient's Name]
[Title]
[University of Arizona]
[Department/Office]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Student's Name] for [specific program, scholarship, job, etc.] at the University of Arizona. I have had the pleasure of working with [him/her/them] for [duration of time] in my capacity as [Your Position/Title] at [Your Institution/Organization]. During this time, [Student's Name] has consistently demonstrated [mention specific qualities, skills, or accomplishments]. For example, [provide a specific example or anecdote that highlights their abilities].

[Student's Name] has shown an exceptional ability to [mention relevant skills or experiences that relate to the program or opportunity].

[He/She/They] is not only dedicated but also passionate about [specific field or subject].

I am confident that [Student's Name] will thrive at the University of Arizona and contribute positively to [mention specific aspects of the program or community]. I highly recommend [him/her/them] without reservation.

If you have any further questions or need additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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