

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Admissions Committee/Specific Recipient's Name]
[Washington University in St. Louis]
[Office of Graduate Admissions]
[Address]
[City, State, Zip Code]

Dear [Admissions Committee/Specific Recipient's Name],
I am writing to wholeheartedly recommend [Applicant's Name] for [program or position] at Washington University in St. Louis. I have had the pleasure of knowing and working with [Applicant's Name] for [duration] in my capacity as [your relationship to the applicant].
During this time, [he/she/they] has demonstrated [mention key qualities, skills, or experiences relevant to the program], which I believe will make [him/her/them] a valuable addition to your community. [Provide specific examples of the applicant's accomplishments, projects, or contributions].

[Optional: Describe any challenges the applicant has overcome, or special qualities that set them apart.]

In conclusion, I am confident that [Applicant's Name] possesses the dedication, insight, and skills necessary to excel in [specific program or position]. I highly recommend [him/her/them] without reservation. Should you require any more information, please feel free to contact me at [your phone number] or [your email].

Sincerely,

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