

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

Admissions Committee
University of Toronto
[Specific Program/Department]
[University Address]
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to wholeheartedly recommend [Student's Full Name] for admission to the [Specific Program Name] at the University of Toronto. I have had the pleasure of knowing and working with [Student's Name] for [duration] as their [your relationship to the student, e.g., teacher, advisor, supervisor] at [Your Institution/Organization].

Throughout this time, I have been consistently impressed by [Student's Name]'s [mention key traits such as intelligence, work ethic, creativity, etc.]. [He/She/They] has demonstrated [specific example of their skills or accomplishments, such as leadership, academic performance, or contributions to projects].

Additionally, [Student's Name] possesses strong [mention relevant skills or qualities, e.g., analytical, communication, teamwork] skills, evidenced by [provide a specific example]. [His/Her/Their] passion for [related field or subject] and commitment to [specific achievements or experiences] make [him/her/them] an outstanding candidate for your program.

I have no doubt that [Student's Name] will bring the same enthusiasm and dedication to the University of Toronto as [he/she/they] has shown in [his/her/their] time with us. I highly recommend [him/her/them] without reservation.

Thank you for considering this strong candidate. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need further information.

Sincerely,

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