

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

Admissions Committee

University of Alberta

[Department/Program Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I am pleased to recommend [Applicant's Name] for [specific program or opportunity] at the University of Alberta. I have known [him/her/them] for [length of time] in my capacity as [your position] at [your institution/organization].

During this time, [Applicant's Name] has demonstrated [specific qualities, skills, or achievements]. [Provide examples that highlight the applicant's strengths and suitability for the program or opportunity]. [Further details about the applicant's character, accomplishments, and contributions to their field or community].

I am confident that [Applicant's Name] will make a valuable addition to the University of Alberta and excel in [specific program or opportunity]. Please feel free to contact me at [your phone number] or [your email] if you require further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Institution/Organization]