

[Your Name]  
[Your Position]  
[Your Institution/Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
University of Toronto  
[Department/Program Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to enthusiastically recommend [Student's Name] for [specific program or opportunity] at the University of Toronto. I have had the pleasure of knowing [him/her/them] for [length of time] in my capacity as [your position] at [your institution/company].

During this time, I have observed [Student's Name]'s [mention key qualities, skills, or achievements relevant to the program]. [Provide specific examples of their work, contributions, or character that support your recommendation].

[Student's Name] has consistently demonstrated [relevant skills or attributes] and has excelled in [specific courses, projects, or experiences]. [He/She/They] possess a natural ability for [mention specific skills or talents], which sets [him/her/them] apart from peers. I am confident that [his/her/their] passion for [relevant field] and commitment to [mention any significant contributions or community involvement] will make a significant impact at the University of Toronto. I wholeheartedly endorse [Student's Name] for [the program or opportunity] and believe [he/she/they] will bring [positive attributes] to your esteemed institution. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.

Sincerely,

[Your Name]  
[Your Position]