

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

[Recipient Name]  
[Recipient Title]  
University of South Carolina  
[Department or Office]  
[Address of the University]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for [specific program or opportunity] at the University of South Carolina. As [Your Relationship to the Applicant] for [duration of time], I have had the pleasure of witnessing [his/her/their] growth, dedication, and talent firsthand.

[Paragraph 1: Introduce the applicant and provide context for your relationship. Include specific examples of their skills, talents, and experiences that make them a strong candidate.]

[Paragraph 2: Highlight key achievements or contributions the applicant has made. Discuss their work ethic, leadership skills, or any relevant experiences that demonstrate their suitability for the program or position.]

[Paragraph 3: Conclude with your strong endorsement of the applicant and your belief in their potential for success at the University of South Carolina. Offer to provide additional information if necessary.]

Thank you for considering this application. I am confident that [Applicant's Name] will make a valuable contribution to your program and will thrive in the academic environment at the University of South Carolina.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]  
[Your Organization]