

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

Admissions Committee  
University of Alberta  
[University Address]

[City, Province, Postal Code]

Dear Admissions Committee,

I am writing to recommend [Applicant's Name] for admission to the University of Alberta. I have had the pleasure of knowing [Applicant's Name] for [duration] as [describe your relationship, e.g., teacher, supervisor, etc.], and I can confidently say that [he/she/they] possesses the qualities that would make [him/her/them] a valuable addition to your esteemed institution.

[Insert specific examples of the applicant's skills, achievements, and character traits that support your recommendation.]

I believe that [Applicant's Name] will thrive at the University of Alberta and contribute positively to the campus community. I wholeheartedly support [his/her/their] application and urge you to consider [him/her/them] for admission.

Thank you for considering this recommendation. If you require any further information, please feel free to contact me.

Sincerely,

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