

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Admissions Office
University of Washington
[University Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to provide a guideline letter in support of [Applicant's Name], who is applying for admission to the University of Washington for the [Program Name/Year]. As [Your Relationship to the Applicant, e.g., a teacher, mentor, employer], I have had the privilege of knowing [Applicant's Name] for [duration] and can speak to their character, abilities, and potential for success at your esteemed institution.

[In the first paragraph, introduce the applicant and your relationship. Mention specific qualities that stand out, such as academic achievements, leadership skills, or community involvement.]

[In the second paragraph, provide examples of the applicant's strengths. Share anecdotes or experiences that highlight their skills, work ethic, or passion for their intended field of study.]

[In the third paragraph, discuss why you believe the applicant is a good fit for the University of Washington. Mention any relevant programs, campus culture, or opportunities that align with the applicant's goals and values.]

In conclusion, I wholeheartedly support [Applicant's Name]'s application to the University of Washington. I am confident that [he/she/they] will contribute positively to your campus community and thrive in [his/her/their] studies. Thank you for considering this application.

Sincerely,

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