

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Department/Organization]
[University of Washington]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my enthusiastic support for [Applicant's Name] as they apply for admission to the University of Washington. I have known [Applicant's Name] for [duration] in my capacity as [your relationship to the applicant, e.g., teacher, employer, mentor], and I can confidently speak to their qualifications and character.

[Paragraph 1: Discuss the applicant's strengths, skills, and achievements relevant to their area of study or interest. Give specific examples where possible.]

[Paragraph 2: Highlight any personal qualities that make the applicant a good fit for the University of Washington community, such as leadership, teamwork, and dedication.]

[Paragraph 3: Conclude with your strong endorsement of the applicant, reiterating your belief that they will be a valuable addition to the University of Washington.]

Thank you for considering this application. If you have any further questions, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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