

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

Dear [Recipient's Name],  
I am writing to express my enthusiastic support for [Applicant's Name] in their application to the University of Washington. As [Your Relationship to Applicant, e.g., teacher, employer, mentor], I have had the pleasure of knowing and working with [Applicant's Name] for [Duration], during which time I have been continually impressed by their [specific qualities or skills].

[Insert a paragraph detailing specific experiences or achievements of the applicant. Use examples to illustrate their strengths, work ethic, or unique qualities that make them a suitable candidate for UW.]

[Optional: Include a personal anecdote that demonstrates the applicant's abilities or character.]

I wholeheartedly believe that [Applicant's Name] would make a significant contribution to the University of Washington community. Their [mention any relevant attributes such as leadership skills, academic excellence, or community involvement] make them an ideal candidate for the opportunities that UW offers.

Thank you for considering this recommendation. I am confident that [Applicant's Name] will excel at the University of Washington and continue to thrive in their academic and personal pursuits.

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