TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:**  **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Formal Business Letter

Dear **[Name],**

I am writing to recommend **[Name]** unreservedly to **[Name]**  University.

I had the privilege of being **[Name]** personal tutor during her BA in Fine Art at Arizona State University of Fine Arts and therefore have worked with her closely for three years.

She was a highly creative and intelligent student. Her work ethic is also exceptional, she was consistently at the studio after hours perfecting her illustration skills.

I am confident that she would be an asset to any art’s higher education program.

If you require any further information from me, please do not hesitate to get in touch.

Yours sincerely,

**[Name]**