[Faculty Name]

[Your Title]

[Your Institution]

[Your Contact Information]

[Date]

Dear Graduate Student CAF Review Committee,

I am writing to express my support for [Student Name]'s application for [Proposed Activity] during the summer of 2024. I have had the pleasure of serving as [Student Name]'s [Academic Role] for the past [Number] years.

[Provide information about the value/importance of this opportunity/activity for Student Name]

[Conclude with recommendation for Student Name to pursue Proposed Activity]

Please let me know if you have any questions about [Student Name]'s qualifications or my recommendation.

Sincerely,

[Your Signature]

[Your Typed Name]