**{{fullName}}   
The State University of Zanzibar (SUZA),  
P.O. Box 146,  
Zanzibar, Tanzania,  
Tel: {{phoneNumber}},  
{{date}}**

**[Title of Letter Receiver]  
The State University of Zanzibar (SUZA),  
P.O. Box 146,  
Tunguu Main Campus,  
Zanzibar, Tanzania,  
Tel: +255 24 223 0724.  
Website:** [www.suza.ac.tz](http://www.suza.ac.tz)

**RE: REQUEST FOR A RECOMMENDATION LETTER**

**Dear Sir/Madam,**

**I am writing to kindly request a recommendation letter in support of my application for {{recommendationPurpose}} application. I am a year {{yearOfStudy}} student pursuing the {{programOfStudy}} at The State University of Zanzibar (SUZA), with registration number {{registrationNumber}}.**

**The recommendation letter is required by {{receivingInstitution}} to complete my application, and the deadline for submission is {{submissionDeadline}}.**

**Please let me know if any additional documents or information are needed. I can be reached via {{phoneNumber}} or {{email}}.**

**I appreciate your time and support.**

**Sincerely,   
  
{{fullName}}**