

Reference Request for Transfer Student

Date: [Insert Date]

[Your Name]
[Your Position/Title]
[Department Name]
[Community College Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Institution]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a reference for [Student's Name], who is applying for transfer admission to your esteemed institution. I have had the pleasure of teaching and mentoring [him/her/them] during [his/her/their] time at [Community College Name], and I believe that [he/she/they] would be a valuable addition to your academic community.

[Student's Name] has demonstrated exceptional qualities such as [list specific skills, achievements, or attributes]. [He/She/They] has consistently shown a strong commitment to [his/her/their] studies and extracurricular engagements, making [him/her/them] an ideal candidate for transfer.

Please feel free to contact me at [your phone number] or [your email] should you require any further information or insights regarding [Student's Name]'s qualifications or character.

Thank you for considering this request. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Position/Title]
[Community College Name]