

# Academic Reference Assistance Confirmation

Date: [Insert Date]

To Whom It May Concern,

I am writing to confirm my willingness to provide an academic reference for [Student's Name]. I am currently a [Your Position/Title] at [Your Institution/Organization] and have had the pleasure of teaching/working with [Student's Name] in [Course/Program Name] during the [Semester/Year].

[Student's Name] has demonstrated exceptional [qualities/skills relevant to the reference], and I believe they will be a valuable asset in their future academic endeavors.

If you require any additional information or have specific questions regarding [Student's Name], please feel free to contact me at [Your Email Address] or [Your Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]

[Your Contact Information]