

Academic Reference Support Acceptance

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I am writing to formally accept your request for academic reference support for [Student's Name] in their application for [Program/Position]. I am pleased to provide a reference that highlights their qualifications, skills, and character.

Throughout their time in [Program/Course Name], [Student's Name] has demonstrated exceptional [specific qualities or achievements] and I believe they would be a valuable asset to your institution.

Should you require any additional information or specific details, please feel free to contact me at [Phone Number] or [Email Address].

Thank you for considering [Student's Name] for this opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]