

Reference Letter for [Peer's Name]

Date: [Insert Date]

To Whom It May Concern,

I am writing to recommend [Peer's Name] for the [specific co-op position/program] at [Company/Organization Name]. I have had the pleasure of working with [him/her/them] as [his/her/their] [your relationship, e.g., classmate, project partner] at [School/College/University Name] during the [specific time period].

[Peer's Name] has consistently demonstrated exceptional skills in [mention relevant skills or areas, e.g., teamwork, problem-solving, etc.]. I was particularly impressed by [specific example or project that showcases their skills]. [He/She/They] was [describe any contributions or leadership demonstrated].

Moreover, [Peer's Name] possesses excellent communication abilities, which [he/she/they] showcased when [provide an example of effective communication]. [His/Her/Their] positive attitude and willingness to help others make [him/her/them] a great team player.

I am confident that [Peer's Name] would be a valuable asset to your team and excel in the [specific co-op position/program]. Please feel free to contact me at [Your Email] or [Your Phone Number] if you have any questions or require further information.

Thank you for considering this application.

Sincerely,

[Your Name]

[Your Title/Position]

[School/College/University Name]

[Your Email]

[Your Phone Number]