

Letter of Reference for [Student's Name]

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Student's Name] for the co-op program at [Institution/Company Name]. I have had the pleasure of working with [Student's Name] as their [Your position, e.g., supervisor, professor] during their time at [Your Organization or School].

[Student's Name] has demonstrated exceptional skills in [specific skills or experiences relevant to the co-op program]. They are a quick learner, highly motivated, and exhibit a strong work ethic. Their contributions to our team, particularly in [specific project or task], were invaluable.

I am confident that [Student's Name] will bring the same dedication and enthusiasm to the co-op program. I believe they will excel and contribute positively to your organization.

Please feel free to contact me at [Your Phone Number] or [Your Email] if you require further information.

Sincerely,
[Your Name]
[Your Title]