

# Letter of Reference

[Your Name]

[Your Title]

[Your Institution]

[Your Institution Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Recipient's Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Candidate's Name], who is applying for [Program Name] at your esteemed institution. As [Candidate's Position/Role] at [Your Institution/Department], I have had the pleasure of knowing and working with [him/her/them] for [duration of time].

[Candidate's Name] has demonstrated exceptional skills in [specific skills or areas of knowledge], showcasing [his/her/their] ability to [specific achievements or contributions]. [He/She/They] is a highly motivated individual with a strong commitment to [relevant field or subject].

Throughout [his/her/their] time at [Your Institution], [Candidate's Name] has consistently [mention any relevant experiences or accomplishments]. [He/She/They] has also shown outstanding [mention any relevant personal attributes, such as leadership, teamwork, critical thinking, etc.].

I am confident that [Candidate's Name] will bring the same level of enthusiasm, dedication, and skill to [Recipient's Institution] as [he/she/they] has shown during [his/her/their] tenure here. [He/She/They] would be an excellent addition to your program.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or specific examples regarding [Candidate's Name].

Sincerely,

[Your Name]