

[Your Name]

[Your Title]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a professional reference for [Student's Name], who is applying for [specific program, scholarship, etc.]. I have had the pleasure of working with [Student's Name] during [his/her/their] time as [position, e.g., intern, student] at [your organization or institution] where I serve as [your position].

[Student's Name] has demonstrated exceptional skills in [mention specific skills or qualities relevant to the academic program]. [He/She/They] consistently [provide an example of the student's work or character].

In summary, I highly recommend [Student's Name] for [program or scholarship]. [His/Her/Their] dedication and talents will make a significant contribution to [field or community].

If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Your Institution/Organization]