

[Your Name]
[Your Title/Position]
[Department/Faculty Name]
[University/College Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide an academic reference for [Student's Name], who is applying for [position/program] at your organization. As [his/her/their] [professor/advisor] at [University/College Name], I have had the pleasure of working closely with [Student's Name] during [his/her/their] studies in [specific field or course].

[Student's Name] has consistently demonstrated [specific skills or qualities, e.g., strong analytical skills, creativity, teamwork, etc.]. [He/She/They] [provide specific example or anecdote that illustrates the student's strengths]. I am confident that [his/her/their] experience and dedication will make [him/her/them] a valuable asset to your team.

If you require any additional information or have further questions regarding [Student's Name]'s qualifications, please do not hesitate to contact me.

Thank you for considering this reference.

Sincerely,
[Your Name]