

Departmental Reference Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Department Name]

[University/Institution Name]

[University Address]

To Whom It May Concern,

I am writing to provide a reference for [Student's Name] as they apply for their major selection in [Desired Major]. As [his/her/their] [Your Relationship to the Student, e.g., professor, advisor], I have had the pleasure of working with [Student's Name] for [duration of time] and have observed [his/her/their] commitment and aptitude in [Relevant Course/Field].

[Student's Name] has demonstrated exceptional skills in [Relevant Skills/Attributes]. [He/She/They] has consistently shown [his/her/their] ability to [specific example of an achievement or project]. This dedication not only reflects [his/her/their] capabilities but also [his/her/their] passion for the subject.

I believe that [Student's Name]'s talents and strong work ethic will make [him/her/them] an excellent addition to the [Desired Major] program. I am confident that [he/she/they] will excel and contribute positively to the academic community.

Should you require any further information, please feel free to contact me at [Your Contact Information]. I am happy to provide any additional insights into [Student's Name]'s qualifications.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[University/Institution Name]