

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

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

Dear [Recipient's Name],

I am writing to provide a reference for [Applicant's Name] in support of their application for the cultural exchange program. As [Applicant's Relationship to You], I have had the pleasure of working closely with [him/her/them] over the past [duration] and can attest to [his/her/their] dedication and passion for cultural exchange and understanding.

[Provide specific examples of the applicant's involvement in cultural activities, leadership skills, and commitment to the values of exchange and collaboration.]

[Applicant's Name] has demonstrated a deep respect for [Iwi/Culture], actively engaging in initiatives that promote cultural awareness and appreciation. [He/She/They] is an excellent communicator, capable of building bridges between diverse groups and fostering an inclusive environment.

I am confident that [Applicant's Name] will make a valuable contribution to the cultural exchange program and gain significant insights that will further [his/her/their] growth and understanding of different cultures. I wholeheartedly recommend [him/her/them] for this opportunity.

Please feel free to contact me at [your phone number] or [your email address] if you require any additional information or further testimony regarding [Applicant's Name]'s qualifications.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization]