

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]

Admissions Office  
[Institution Name]  
[Institution Address]  
[City, Postal Code]

Dear Admissions Committee,

I am pleased to write this reference letter for [Student's Name], who is applying for [specific program or opportunity] at [Institution Name]. I have had the pleasure of working with [Student's Name] in my capacity as [Your Position] at [Your Institution/Organization] for [duration of acquaintance].

During this time, I have been consistently impressed by [Student's Name]'s dedication and passion for [specific subject or activity]. [He/She/They] demonstrates [specific skills or attributes], which make [him/her/them] an excellent candidate for [specific program or opportunity].

One notable example of [his/her/their] achievements is [describe a relevant experience or accomplishment]. This experience not only showcases [Student's Name]'s talents but also highlights [his/her/their] ability to [relevant skills or qualities].

In addition to [his/her/their] academic abilities, [Student's Name] is a [positive personal attribute, e.g., leader, team player] who has contributed positively to our school community by [describe involvement, volunteer work, or leadership].

I have no doubt that [Student's Name] will thrive at [Institution Name] and will bring [his/her/their] unique perspective and passion to [specific program]. I wholeheartedly recommend [him/her/them] for this opportunity without reservation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution/Organization]