

[Your Name]
[Your Position]
[School Name]
[School Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]

To Whom It May Concern,

I am writing to provide a reference for [Student's Name], who has been a student at [School Name] from [Start Date] to [End Date]. During this time, [he/she/they] has shown remarkable qualities that make [him/her/them] an outstanding member of our school community.

[Student's Name] has consistently demonstrated excellent academic performance in [specific subjects or areas]. [He/She/They] is known for [his/her/their] dedication, hard work, and enthusiasm for learning. [He/She/They] has also participated in various extracurricular activities, including [list extracurricular activities], which shows [his/her/their] well-rounded character.

In addition to [his/her/their] academic achievements, [Student's Name] possesses strong leadership skills. [He/She/They] regularly collaborates with [his/her/their] peers and contributes positively to group projects and discussions. [His/Her/Their] ability to work well with others and support fellow students makes [him/her/them] a valuable asset to our school.

I wholeheartedly recommend [Student's Name] for [the position, program, or opportunity]. I am confident that [he/she/they] will excel and continue to be a positive influence in any environment [he/she/they] chooses to be part of.

If you require further information, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Position]
[School Name]