

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Department/Office]

Oakland University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to write this letter of reference for [Applicant's Name], who is applying for [specific program or position] at Oakland University. I have known [him/her/them] for [length of time] in my capacity as [Your Position] at [Your Institution/Organization].

During our time together, [Applicant's Name] has demonstrated [describe qualities, skills, or achievements that make the applicant a strong candidate, providing examples where possible]. [He/She/They] consistently [mention any relevant experiences or skills].

In addition to [his/her/their] academic abilities, [Applicant's Name] is [talk about personal qualities, work ethic, teamwork, etc.]. [Include an example that illustrates these qualities].

I firmly believe that [Applicant's Name] will be a valuable addition to Oakland University and will thrive in [mention program or field]. I wholeheartedly recommend [him/her/them] for [the program/position] and am confident that [he/she/they] will excel.

If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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