

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

Dear [Recipient Name],

I am writing to provide a reference for [Child's Name], who has been under my care and observation for [duration of time]. Throughout this period, I have had the opportunity to witness [his/her/their] growth, development, and character.

[Child's Name] exhibits numerous positive qualities, including [describe positive traits such as kindness, resilience, enthusiasm, etc.].

[He/She/They] has shown an admirable ability to [specific example of a positive behavior or achievement].

Moreover, [Child's Name] is well-adapted to [his/her/their] environment and interacts positively with peers and adults alike. [Provide another specific example or a situation where the child demonstrated good behavior or qualities].

I believe that [Child's Name] is deserving of the best support and opportunities for [his/her/their] continued development, and I wholeheartedly support [his/her/their] involvement in programs or services that promote [his/her/their] welfare.

If you need any further information or wish to discuss this reference, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering my perspective on [Child's Name].

Sincerely,

[Your Name]
[Your Title/Relationship to the Child]