

[Your Name]  
[Your Title/Position]  
[Your Institution]  
[Your Institution's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am pleased to write this reference letter for [Student's Name], who is applying for [specific program/course] at [University]. As [his/her/their] [Teacher/Mentor/Professor] in [Subject/Course] at [Institution Name] for [duration], I have had the opportunity to witness [his/her/their] academic and personal growth.

[Student's Name] has consistently demonstrated exceptional skills in [specific skills or subjects]. [He/She/They] is particularly adept at [describe a relevant skill or quality], which I believe will greatly contribute to [his/her/their] success in [specific program/course]. Beyond academic achievements, [Student's Name] displays admirable qualities such as [mention qualities like leadership, teamwork, resilience]. For example, [provide a brief anecdote illustrating these qualities].

I am confident that [Student's Name]'s passion for [field of study] and [his/her/their] dedication to [specific activities or projects] will enable [him/her/them] to thrive at [University].

I highly recommend [Student's Name] for [specific program/course] without reservation. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Institution]