

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

To Whom It May Concern,

I am pleased to write this reference letter for Xue, who has been [his/her/their] [relationship to you, e.g., student, employee, intern] at [Company/Organization Name] for [duration]. During this time, I have had the opportunity to observe [his/her/their] [skills, qualities, and contributions].

Xue has demonstrated exceptional [skills/qualities], particularly in [specific examples or projects]. [He/She/They] consistently displays a strong [work ethic/commitment/creativity], and I have been impressed with [his/her/their] ability to [specific achievement or trait].

Moreover, Xue is a team player who fosters a collaborative environment, making [him/her/them] a pleasure to work with. [His/Her/Their] ability to [certain skill or trait] has greatly benefited our [team/company/project].

I wholeheartedly recommend Xue for [specific program, position, or opportunity]. I am confident that [he/she/they] will bring the same level of dedication and excellence to [his/her/their] future endeavors.

Please feel free to contact me at [your phone number] or [your email] if you need any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]