

****Reference Letter Template for YJH****

[Your Name]

[Your Title/Position]

[Your Organization/Company]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Organization/Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [describe the opportunity, e.g., a position, scholarship, program]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [relationship, e.g., professor, supervisor].

In [his/her/their] time with us, [Candidate's Name] has consistently demonstrated [mention key qualities/skills related to the opportunity]. [Provide specific examples of achievements or contributions that illustrate these qualities].

Furthermore, [he/she/they] has shown [mention any interpersonal skills, teamwork, leadership]. For instance, [specific situation that shows these traits].

I truly believe that [Candidate's Name] will be an asset to [mention the opportunity or organization]. [He/She/They] has the passion and dedication required to excel.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization/Company]