

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

[Recipient's Name]  
[Recipient's Position/Title]  
[Recipient's Institution/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Student's Name], who is applying for [specific visa/status or program] as part of their educational journey. I have had the pleasure of knowing and working with [Student's Name] for [duration], during which they have demonstrated exceptional qualities as a student and as an individual.

[Student's Name] has consistently shown dedication and determination in their studies. They are [describe academic strengths, skills, or accomplishments]. Their ability to [specific skills or examples of work] has truly set them apart from their peers.

In addition to academic achievements, [Student's Name] has also been involved in [mention any extracurricular activities, volunteer work, or leadership roles]. Their commitment to [specific activities or causes] showcases their well-rounded character and reinforces their potential to contribute positively to any community they join.

I believe that [Student's Name] will make significant contributions to [destination institution/community] and will continue to thrive in their academic pursuits. I wholeheartedly support their application for [specific visa/status or program] and am confident that they will represent themselves and [your institution or community] admirably. Please feel free to contact me at [your phone number] or [your email address] should you require any further information or clarification.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title]  
[Your Institution/Organization]