

COLLEGE REFERENCE LETTER

To: _____

Institution / Office: _____

Address: _____

Dear Sir or Madam,

Introduction:

I am writing to provide a reference for the individual named below, who has requested my recommendation for admission or other academic consideration at your institution. It is with pleasure that I submit this letter on their behalf, based on my knowledge and experience with them in an academic and/or personal capacity.

Candidate Information:

Full Name: _____

Date of Birth: _____

Program Applied For: _____

Relationship to the Candidate:

I have known the candidate for ____ years in my capacity as ____ (position or relationship, e.g., teacher, counselor, employer). During this time, I have had ample opportunity to observe their academic performance, character, and interpersonal skills.

Academic Performance and Skills:

The candidate has consistently demonstrated outstanding academic ability, critical thinking, and dedication to their studies. They excel in ____ (subjects or skills), and have shown exceptional aptitude in ____ (projects, research, or activities). Their commitment to academic excellence has been evident in their grades and participation.

Personal Qualities:

Beyond academics, the candidate is known for their strong work ethic, integrity, and leadership qualities. They are respectful, responsible, and exhibit excellent communication and teamwork skills. Their positive attitude and resilience have been an asset in various challenging situations.

Contributions and Extracurricular Activities:

The candidate actively participates in extracurricular activities including ____ (clubs, sports, volunteer work). Their leadership and initiative in these areas demonstrate their ability to balance academics with other commitments and contribute positively to the community.

Closing Recommendation:

It is without reservation that I recommend the candidate for admission to your esteemed institution. I am confident they will be a valuable addition to your academic community and will continue to achieve excellence.

Legal Disclaimer:

This letter is provided in good faith to assist with the candidate's application and is based on my honest and accurate assessment of their abilities and character. It is intended solely for the use of the institution addressed and may not be reproduced or used for other purposes without my explicit consent.

REFEREE'S SIGNATURE

DATE

Signature: _____

Referee Information:

Full Name: _____
Position / Title: _____
Institution / Organization: _____
Contact Phone / Email: _____

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