

[Referee's Name]  
[Position/Title]  
[Department]  
[Institution]  
[Address Line 1]  
[Address Line 2]

[Date]

[Recipient's Name]  
[Position/Title]  
[Department]  
[Institution]  
[Address Line 1]  
[Address Line 2]

**RE: Academic Reference for [Applicant's Name]**

Dear [Recipient's Name],

I am writing to provide an academic reference for [Applicant's Name], who has applied for [program/position] at [Institution/Organization].

[Paragraph 1: State how long and in what capacity you have known the applicant.]

[Paragraph 2: Highlight academic strengths, skills, and attributes relevant to the program/position.]

[Paragraph 3: Provide specific examples or achievements to support your recommendation.]

[Paragraph 4: Additional comments about the applicant's character, work ethic, potential, etc.]

In conclusion, I highly recommend [Applicant's Name] for [program/position] at your institution. Please do not hesitate to contact me if you require further information.

Sincerely,

[Referee's Name]  
[Position/Title]  
[Department]  
[Institution]  
[Contact Information]