

[Referee's Name]
[Title]
[Institution or Organization]
[Address Line 1]
[Address Line 2]
[City, State, ZIP]
[Email]
[Phone]

[Date]

To Whom It May Concern,

I am pleased to write this letter in support of **[Student's Full Name]** and their application to **[Program, Position, or Opportunity]**. I have known **[Student's Name]** for **[duration]** in my capacity as **[your position, e.g. professor, advisor]** at **[institution]**.

During my association with **[Student's Name]**, I have been impressed by their **[academic performance, work ethic, character]**. **[Provide specific examples illustrating skills, achievements, or qualities]**.

[Student's Name] demonstrates **[other strengths, relevant to opportunity]**. I am confident that **[he/she/they]** will be an excellent addition to your **[program/institution]**.

Please feel free to contact me at **[email]** or **[phone number]** for any additional information.

Sincerely,

[Referee's Name]
[Title]
[Institution or Organization]