

Reference Letter Template: Academic Ranking & Class Standing

[Date]

To Whom It May Concern,

I am pleased to write this reference letter on behalf of **[Student's Full Name]**, who has been a student in my **[course/subject]** class at **[School/Institution Name]** during the **[year(s)/semester(s)]**.

Throughout my time working with **[Student's First Name]**, I have been consistently impressed by their academic diligence, intellectual curiosity, and commitment to excellence. **[He/She/They]** has an outstanding academic record, achieving a cumulative GPA of **[GPA]** and securing a rank of **[numerical rank]** out of **[total class size]** students in the graduating class. This places **[him/her/them]** in the top **[percentile, e.g., "5%"]** of all students, a testament to **[his/her/their]** hard work, perseverance, and superior academic ability.

In addition to exceptional academic performance, **[Student's First Name]** distinguishes **[himself/herself/themselves]** through **[describe positive qualities or extracurricular achievements, e.g., leadership, teamwork, research, community service]**. **[He/She/They]** consistently demonstrates strong work ethic, active engagement, and a willingness to contribute thoughtfully to classroom discussions and collaborative projects.

It is without reservation that I recommend **[Student's Full Name]** for **[state purpose: admission, scholarship, program, etc.]**. **[He/She/They]** is among the most accomplished students I have encountered in my teaching career, and I am confident that **[he/she/they]** will continue to excel and make meaningful contributions wherever **[he/she/they]** goes.

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

Sincerely,

[Your Name]

[Your Title/Position]

[School/Department Name]

[School/Institution Name]