

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]