

# Letter Template: Academic Reference

Dear [Recipient Name],

I am pleased to write this letter in support of [Candidate Name]'s application for [program/scholarship/position] at [Institution/Organization]. I have had the privilege of serving as [Candidate's] [Professor/Instructor/Mentor] in [Course/Subject/Research Project] at [Your Institution].

During [his/her/their] time in my class, [Candidate Name] demonstrated exceptional academic aptitude, strong analytical skills, and a keen interest in [subject/field]. [He/She/They] consistently produced work of high quality, showing attention to detail and originality of thought. [Candidate Name] also contributed actively to class discussions, collaborating effectively with peers and displaying leadership in group projects.

[His/Her/Their] intellectual curiosity and commitment to academic excellence make [him/her/them] an outstanding candidate for your [program/opportunity]. I am confident that [Candidate Name] will excel and be an asset to your institution.

Sincerely,  
[Your Name]  
[Your Title]  
[Department], [University]

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# Letter Template: Professional Reference

Dear [Recipient Name],

I am writing to recommend [Candidate Name] for the position of [Job Title] at [Company/Organization]. As [his/her/their] [Manager/Supervisor/Colleague] at [Your Company], I had the pleasure of working closely with [Candidate Name] for [time period].

During this time, [Candidate Name] consistently demonstrated a strong work ethic, excellent problem-solving abilities, and outstanding communication skills. [He/She/They] successfully managed multiple projects, met tight deadlines, and established productive relationships with our clients and team members. [Candidate Name]'s positive attitude and professionalism made [him/her/them] a valued member of our team.

I am confident that [Candidate Name] will bring the same dedication and commitment to your organization, and I highly recommend [him/her/them] for this opportunity.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]