**Reference Letter:**

For University/College

(insert school address)

(insert contact details)

(insert university/college address)

(insert date letter was written)

To Whom It May Concern/Dear (Mr/Mrs/Miss/Ms/Dr insert name),

I would happily like to recommend (student´s name) for a place at (university name) to study (name of course). I have known (student´s name) for approximately (quantity of time) as I am currently their (job position).

(student´s name) would be an excellent addition to your institution as he/she is a bright and enthusiastic student that works well both as a member of a group or as a team leader.

In class as well as outside of class, (student´s name) has a friendly personality and engages in many extracurricular activities ranging from sport to music (give details). It is evident from all his/her achievements (give examples) that (student´s name) enjoys to be active within the community of (institution name).

I can confidently say that (student´s name) will make a valuable contribution to any educational community and that at (institution name) he/she will strive to achieve the best. Should you have any further inquiries, please contact me on (give contact details).

Sincerely,

(your full name)

(your job title)

(school name)