

Your Name
Your Position
School Name
School Address
City, State, ZIP

Date: _____

Admissions Office
[University Name]
[University Address]
City, State, ZIP

Re: Reference Letter for [Student Name]

Dear Admissions Committee,

I am pleased to write this letter in support of [Student Name]'s application for undergraduate admission to your esteemed institution. As [his/her/their] [subject] teacher at [School Name] for the past [duration], I have witnessed [his/her/their] dedication and academic achievements firsthand.

[Student Name] has consistently demonstrated a strong work ethic, intellectual curiosity, and a passion for learning. [He/She/They] contributes actively in class discussions, completes assignments with diligence, and seeks out opportunities for growth beyond the classroom. [His/Her/Their] ability to think critically and communicate effectively sets [him/her/them] apart from [his/her/their] peers.

Moreover, [Student Name] exhibits exemplary character. [He/She/They] is respectful, responsible, and collaborates well with classmates. [His/Her/Their] involvement in extracurricular activities, such as [mention relevant activities], further highlights [his/her/their] commitment to personal development and community engagement.

I am confident that [Student Name] will bring the same level of enthusiasm and excellence to your university. I strongly recommend [him/her/them] for admission.

Please feel free to contact me if you require any additional information.

Sincerely,

[Your Name]
[Your Position]
[Email Address]
[Phone Number]