

Example of a Reference Letter

Date

Name

Position

Return Address

To Whom It May Concern:

I am writing in reference to FULL NAME and his/her job/postsecondary application, scholarship application. I have known NAME for _____ years as his/her (teacher, employer, family friend). Sentence stating their strengths and personal qualities and values that you have observed (eg. I found him/her to be self-motivated, punctual, etc.) If writing a reference for a scholarship, review the criteria of the scholarship and the resume of the student to gather their strengths together. Sentence giving examples of how they have shown the above. (Captain of the BB team, leadership, outstanding student, volunteer position, citizenship).

I would recommend NAME for the position because (tell them why).

If you require any other additional information please feel free to contact me at (phone number and time when they can call at this number, and email address)

Yours truly,

Personal Signature (must be signed by the person writing the letter)

Name

*If it is for a scholarship application, you must place the reference letter in a sealed envelope and write your signature across the back seal of the envelope.