

## Recommendation letter

Date

### To whom it may concern:

I am pleased to provide a reference for ..(student's name).....

I am writing this reference letter for ...(student's name) ..... who is applying for your programme.

I have had the pleasure to know and work with ....(student's name)..... for the last ..... years in my position as ( teacher, principal, tutor, etc, )..... As his/her (teacher, tutor, etc) I have had the opportunity to observe the student's participation and interaction in class and to evaluate the student's knowledge of the subject matter. I would rate the student's overall performance in these subjects as ( average, above average, outstanding).

...( student's name) ..... is enthusiastic, hardworking, responsible . He/she is open to suggestions for improvement and willing to learn.

I highly recommend ...( student's name).... to any ( organization, company, etc.)

I recommend ...(student's name)... to you without reservation. He/ she is always concerned with the welfare of the people he/she works with, and one who constantly puts in the extra effort to make sure every job is done right.

If you have any further questions with regard to his/her background or qualifications, please do not hesitate to contact me.

Yours faithfully,

Your name

Your position

Tlf number

e-mail