Academic reference letter

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of recipient or department

Recipient's address

Place

Date

Subject: reference for a student

Dear Sir or Madam,

As a teacher, I have followed the work of the student named below and I recommend them in the terms that follow, on the basis of what I have observed myself.

The student

Student's full name

Course or degree followed

Period during which I have known them

Subject, course or work concerned

Nature of our relationship

- [ ] Teacher on a course
- [ ] Supervisor of a dissertation or project
- [ ] Tutor or supervisor of a placement
- [ ] Other relationship

Qualities I have observed

- [ ] Commitment and reliability
- [ ] Independence
- [ ] Intellectual curiosity
- [ ] Teamwork
- [ ] Rigour and method
- [ ] Written and spoken expression

Personal assessment

Purpose of the reference

Course, scholarship or post applied for

Institution or organisation applied to

- [ ] Strongest recommendation
- [ ] Favourable recommendation
- [ ] Recommendation with reservations

I would be glad to supply any further information; please contact me at the address given above.

Yours faithfully,

Position or title

Teaching institution

Signature

Name in full