



Sample Academic Reference for a Student

To whomsoever it may concern

I am writing this reference at the request of XXXXXXXX who is applying for the XXXXXX Course at XYZ University.

I have known XXXX for two years in my capacity as a teacher at XXXXXXXX School. She took English and Spanish from me and earned superior grades in those classes. Based on her grades, attendance and class participation, I'd rate her academic performance in my class as superior.

In conclusion, I would highly recommend XXXXXX for this academic program. If her performance in my class is any indication of how she will succeed, she will be a positive addition to the program. If you should need any additional information you can feel free to contact me by email at email@email.com anytime.

Sincerely,

XXXXXXX

Teacher, XXXXXX School