

Sample academic reference letter

College/University Logo and name Address

Telephone numbers Email

Website

Date:...../...../.....

Reference number:

To Whom It May Concern

I am pleased to provide a reference for Ms, Student ID No, a Bachelor of Business Administration student of 2016-17 session at Business Administration department of[University name].

I have known Ms [surname] for about 4 years as her teacher for the International Marketing and Marketing Management modules of the course. During this period I have had the opportunity to observe her closely in class and at campus.

As a student Ms [surname] has been well-responsive in the class, passionate to her workshops and dedicated to her coursework and completed those on time. She has been sincere, hard-working and an engaging student, never late in the class or missed one. She has been always eager to learn extra and explore new areas. In her third year, she developed outstanding critical thinking and analysis skills which impressed me hugely. Her understandings of the two modules I have taught have been very satisfactory to me and in my opinion she has founded a strong platform for her advanced level studies in these areas. Her fluent interactions with peers and teachers have featured her as an outgoing character at the department. She was a popular member of group coursework while her ability to independent work adds further strength to her academic profile.

As a person Ms [surname] possesses good moral character and is a pleasant personality. She has been a very responsible student and respectful to others and these traits show her maturity and capacity for integration into college/university life.

In my opinion, Ms [surname] has the potential to flourish further academically at her masters level studies and I have no hesitation to recommend her candidature at universities in the UK.

Best regards

..... Signature

Full name of teacher

Position

Department

Email