

FIELD NAME- REFERENCE LETTER SAMPLE

Address |

DATE

To Whom It May Concern:

We are writing this reference at the request of <Student Name>, who is applying for studies at GAMI. We have known <Student> for <time>and as a member of <Field Name>. <Student> took office in the church <Office> and <Office> and perform the duties <assessment>.

Based on <Student>'s attendance, and participation, we consider his/her membership as exceptional.

<Student> has a number of strengths to offer as Student. He/She is always interested in helping others. For example, <add a specific experience example>. <Student> is also a very fast learner. <Add additional strengths.>

In conclusion, We would highly recommend <Student>. <Student> will be an extremely positive addition to GAMI. If you need any additional information, feel free to contact as at <telephone> or by email at <email address> anytime.

Sincerely,

Field Committee Signatures

[Street Address, City, ST ZIP Code]

Office: [Telephone] | [Web Address]