

STUDENT REFERENCE LETTER

To Whom It May Concern:

This letter is to serve as a formal reference for the student named below. The undersigned affirms having personal knowledge of the student's character, academic abilities, and conduct during their time at the institution.

Student Information:

Full Name: _____

Date of Birth: _____

Student ID Number: _____

Institution Information:

Institution Name: _____

Department/Faculty: _____

Institution Address: _____

Reference Details:

The student has been enrolled at the institution for the duration of their studies and has demonstrated consistent dedication to their academic and extracurricular pursuits. Their behavior has been exemplary, exhibiting respect, responsibility, and integrity both inside and outside the classroom.

Academically, the student has successfully completed all required courses with satisfactory grades, meeting or exceeding the standards expected by the institution. They have displayed critical thinking, effective communication, and collaborative skills that will serve them well in future endeavors.

Purpose of Reference:

This reference letter is provided to support the student's applications for employment, further education, or other professional opportunities. It is intended to provide a truthful and accurate account of the student's qualifications and character.

Legal Compliance and Consent:

This letter complies with applicable Canadian privacy and information laws, including the Personal Information Protection and Electronic Documents Act (PIPEDA). The student has consented to the disclosure of this information, and all statements herein are made in good faith and with due diligence.

Reference Provided By:

Full Name: _____

Position/Title: _____

Department: _____

Contact Phone/Email: _____

Signature and Authorization:

Signature: _____

Date: _____

This letter is valid and enforceable under Canadian law and may be relied upon by authorized parties for the purposes stated herein.

REFERENCE PROVIDER SIGNATURE

STUDENT ACKNOWLEDGEMENT

Signature: _____

Signature: _____

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