SFU Surrey Campus

STREET ADDRESS

250, 13450 102 Avenue

Surrey BC Canada V3T 0A3

[Today’s Date]

Re: Reference Letter for [Full Name of Student]

To Whom it May Concern,

I am pleased to provide this reference letter in support for Student’s Full Name. I have had the great pleasure of supervising Student Name in their capacity as a Student’s Role in the Program Name program with the SFU Surrey – TD Community Engagement Centre.

Description of the program noted above. 2 to 3 sentences max. You can take this from our website & revise as you see fit: <https://www.sfu.ca/cec/programs-events/active-programs.html> delete this link and all red content after editing.

During their involvement in this program, Student Name provided support to target population (*For example:* newcomer youth/ newcomer children/ children in grades 5 to 8/ vulnerable youth/ newcomer adults/ seniors...) and description of their impact (1 to 3 sentences suggested).

Student Name’s extraordinary sense of service to the community and to target population noted above was evident what did they do? (*For example*: as they built connections and fostered a sense of inclusion with the youth in this program and helped create a safe and comfortable environment for not only the participants, but also the other volunteers on their team). Describe 1 or 2 other positive qualities. (*For example:* Their patience is an asset when it comes to facilitating activities, especially for those who have incredibly low English comprehension skills and are not confident in their ability to communicate and participate.)

In summation, due to ((pronoun) great attitude, dedication and excellent potential), I would heartily recommend Student Name for what? *(Or you can just say* ‘to you’). They have demonstrated summary sentence. (*For example*: a strong commitment to community engagement and in fostering a welcoming and supportive environment for youth in their community.)

If you have any questions, you can reach me at your email address and phone number. Thank you kindly.

[Paste a picture of your signature here – can scan it in, draw it on Paint or…

**NOTE: save this document as a PDF before sending out. ]**

Your Full Name

Your Role Title

SFU Surrey – TD Community Engagement Centre