

REFERENCE LETTER – SAMPLE 1

Date: DD/MM/YYYY

To Whom It May Concern

This is to certify that **Mr. [Full Name]**, son of **Mr. [Father's Name]**, was a student of **[College / Institution Name]**, affiliated with the **National Examination Board (NEB)** under the **Science stream**, from **[Year]** to **[Year]**.

The medium of instruction at our institution is **English**, and all academic activities, assessments, and evaluations are conducted accordingly.

During his academic tenure, **Mr. [Last Name]** demonstrated satisfactory academic performance and maintained appropriate conduct. He was observed to be disciplined, hardworking, and attentive to his studies. He interacted positively with faculty members and peers and showed a cooperative attitude within the academic environment.

Based on our observations, **his moral character and behavior were found to be good** throughout the period of study. He displayed a genuine interest in subject matter and remained focused on academic responsibilities.

We wish **him** success in all future academic and professional pursuits.

Sincerely,

[Name of Lecturer / Authorized Person]

[Designation / Faculty]

[College / Institution Name]

[Institution Seal, if applicable]