

SAMPLE LETTER OF REFERENCE

Date:

Student Name
Address

Dear (use last name with prefix)

This letter will confirm that you have successfully completed an Event Management practicum experience with this organization. During this practicum experience, you gained experience in the following skill areas:

(List skills)

In my professional opinion, you are well suited for the Event Management profession. As a result of this successful practicum experience, I am pleased to provide this letter of reference.

Sincerely,

Name of site supervisor
Professional title

cc: The George Washington University
Event Management Certificate Program