PERSONAL LOR

Jordan Example
Program coordinator
Example Program
10 Example Street, Albany, NY
jordan@example.invalid

November 5, 2026

To Whom It May Concern
Example Selection Office

Re: Personal Reference for Alex Example

To Whom It May Concern:

I provide this factual reference concerning **Alex Example** in connection with the named part-time community program. I do not offer a recommendation through this reference.

I. How I Know Alex Example

I have known Alex Example for six months. My relationship to the candidate is program coordinator. I reviewed the project notes and attended two sessions alongside the candidate.

II. Information Provided by the Writer

I can confirm attendance at the two sessions I observed. I have not assessed performance outside those sessions.

III. Specific Illustrations

Alex prepared an event checklist during the October session. I did not supervise other projects.

IV. Additional Context

My statement is limited to the described sessions. Other qualifications have not been assessed.

Qualifications and limitations stated by the writer: The candidate needs additional supervised practice before independent responsibility.

This reference is limited to the information and context stated above. I am happy to be contacted at jordan@example.invalid.

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This reference is limited to the information stated above and does not recommend a selection or appointment.

Sincerely,

Jordan Example

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Jordan Example
Program coordinator

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