



HHH Institute

Holistic Harmony Haven · Calgary, Alberta, Canada

Reference Letter Templates

Ready-to-Customize Official Letters

Four standardized letter templates on HHH Institute letterhead — graduate reference, good standing, verification of completion, and faculty reference. Replace every [PLACEHOLDER] and remove italic guidance before issuing.

Document Version	1.0
Effective Date	2026-06-18
Document Owner	Pardeep Kaur Randhawa, Director
Review Cycle	Annually, every June
Institution	HHH Institute — Holistic Harmony Haven

How to Use These Templates

Each template below begins on its own page with the HHH Institute letterhead. Replace all [PLACEHOLDER] fields with accurate, verified information. Italic gray text is guidance for you and must be deleted from the final letter. Letters are issued under the educational authority of HHH Institute and signed by the Director. Print on official letterhead or export to PDF for digital delivery.

Only issue a letter when the facts can be verified from student or faculty records. HHH Institute credentials are certificates of completion — never describe them as licenses or degrees, and never imply a graduate may diagnose, prescribe, or treat.

FOR EMPLOYMENT OR FURTHER STUDY

Letter A — Reference Letter for Graduate

Use for a graduate seeking employment or admission to further study. Confirm the program, dates, performance highlights, and character. Keep claims specific and truthful.

Date: [YYYY-MM-DD]

To Whom It May Concern,

It is my pleasure to provide this reference for [Graduate Full Name], who completed the [Program / Certificate Name] at HHH Institute between [start date] and [completion date].

Throughout the program, [first name] demonstrated [describe key strengths — e.g., diligence, critical thinking, professionalism, commitment to evidence-informed practice]. Notable achievements included [specific accomplishments, projects, or results].

Beyond academic performance, [first name] consistently showed [character qualities — e.g., integrity, empathy, reliability, collaboration], and engaged respectfully with peers and instructors. [Add a brief anecdote that illustrates these qualities, if appropriate].

I am confident [first name] will bring the same dedication to [the role / program applied for]. I recommend [him/her/them] without reservation. Please feel free to contact me should you require any further information.

Sincerely,

(hand signature: [sign here])

Pardeep Kaur Randhawa
Director, HHH Institute — Holistic Harmony Haven
Date: [YYYY-MM-DD]

CURRENT ENROLLMENT CONFIRMATION

Letter B — Letter of Good Standing

Use to confirm a currently enrolled student is in good standing. Confirm active enrollment, the absence of disciplinary actions, and the expected graduation date.

Date: [YYYY-MM-DD]

To Whom It May Concern,

This letter confirms that [Student Full Name] is currently enrolled as a student in good standing at HHH Institute in the [Program / Certificate Name], which began on [start date].

As of the date of this letter, [first name] is making [satisfactory / excellent] academic progress and has no disciplinary actions on record. [He/She/They] is expected to complete the program on or about [expected completion date].

This confirmation is provided at the student's request for [state purpose — e.g., visa, financial, employer, or scholarship purposes]. Should you require verification of the details above, please contact the Institute directly.

Sincerely,

(hand signature: [sign here])

Pardeep Kaur Randhawa

Director, HHH Institute — Holistic Harmony Haven

Date: [YYYY-MM-DD]

FOR ACCREDITATION BODIES, EMPLOYERS & REGISTRIES

Letter C — Verification of Completion

Use for formal verification to third parties such as accreditation bodies, employers, or professional registries. Be precise with dates, instructional hours, and the exact credential awarded.

Date: [YYYY-MM-DD]

To Whom It May Concern,

HHH Institute hereby verifies that the individual named below has successfully completed the program of study indicated and has been awarded the corresponding certificate of completion.

Field	Verified Detail
Graduate Full Name	[name]
Program / Certificate	[e.g., Certificate in Holistic Nutrition]
Track	[Personal / Practitioner]
Enrollment Dates	[start] – [end]
Total Instructional Hours	[e.g., 45 hours]
CEU / CPD Value	[e.g., 4.5 CEUs]
Credential Awarded	[Certificate of Completion]
Date of Award	[YYYY-MM-DD]
Certificate No.	[HHH-YEAR-####]

HHH Institute is a private educational institution. This credential aligns with the recognition pathways of the International Practitioners of Holistic Medicine (IPHM), Continuing Professional Development (CPD) certification, and the International Institute for Complementary Therapists (IICT). The credential is a certificate of completion of an educational program and does not constitute a license to practice medicine or any regulated health profession.

Sincerely,

(hand signature: [\[sign here\]](#))

Pardeep Kaur Randhawa

Director, HHH Institute — Holistic Harmony Haven

Date: [\[YYYY-MM-DD\]](#)

FOR HHH FACULTY SEEKING EXTERNAL OPPORTUNITIES

Letter D — Instructor / Faculty Reference Letter

Use to support an HHH Institute instructor seeking external opportunities (teaching, clinical, or professional). Confirm their faculty role, teaching contributions, and professional qualities.

Date: [YYYY-MM-DD]

To Whom It May Concern,

I am pleased to recommend [Instructor Full Name], who has served as [role / title] at HHH Institute from [start date] to [present / end date].

In this role, [first name] has [describe teaching contributions — e.g., developed and delivered courses, mentored learners, designed assessments] within the [track / program].

[His/Her/Their] teaching is characterized by [strengths — e.g., clarity, evidence-informed rigor, warmth, strong learner outcomes].

[First name] maintains current professional credentials and continuing-education records, and upholds the Institute's standards of academic integrity and scope-of-practice. [Add a specific example of impact or peer/student feedback, if available].

I recommend [first name] with confidence for [the opportunity / role] and am happy to provide further detail upon request.

Sincerely,

(hand signature: [sign here])

Pardeep Kaur Randhawa

Director, HHH Institute — Holistic Harmony Haven

Date: [YYYY-MM-DD]