

Subject: Reference Letter for [Applicant's Name]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for [position, program, or opportunity] at [Company/Institution Name]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [Your Position] at [Your Institution/Company].

During this time, [Applicant's Name] has consistently demonstrated [key skills, qualities, or accomplishments]. [He/She/They] has a remarkable ability to [specific example of skills or contributions], which I believe makes [him/her/them] an excellent candidate for [position or opportunity].

[Provide a specific example or anecdote that illustrates the applicant's qualifications and strengths.]

In conclusion, I wholeheartedly recommend [Applicant's Name] for [position, program, or opportunity]. I am confident that [he/she/they] will bring [his/her/their] skills, enthusiasm, and dedication to your [team, program, etc.].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Company]

[Your Contact Information]