

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

To Whom It May Concern,

I am writing to provide a reference for [Reference's Name], who has worked with me at [Your Organization/Company Name] as [Reference's Job Title] from [Start Date] to [End Date].

During this time, I have had the pleasure of witnessing [Reference's Name] exhibit exceptional skills in [specific skills or attributes], as well as a strong work ethic and dedication to [specific tasks or projects].

[Reference's Name] consistently demonstrated [mention specific accomplishments or responsibilities]. [He/She/They] is not only professional but also a positive influence on colleagues and an asset to any team.

I wholeheartedly recommend [Reference's Name] for [position or opportunity they are applying for], as I am confident that [he/she/they] will exceed your expectations.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Organization/Company Name]