

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

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to provide a reference for [Candidate's Name], who has applied for the position of [Position Title] at [Recipient Company]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company], where they held the position of [Candidate's Position].

During this time, I was impressed by [his/her/their] [specific skills or qualities], which significantly contributed to our team's success.

[Provide a brief example or anecdote that highlights the candidate's strengths and accomplishments.]

I highly recommend [Candidate's Name] for this position and am confident that [he/she/they] will make a valuable addition to your team.

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

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]