

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

Dear [Recipient Name],

I am writing to provide a reference for [Person's Name]. I have had the pleasure of knowing [him/her/them] for [duration of time] as [your relationship, e.g., coworker, student, etc.].

During this time, [Person's Name] has demonstrated [mention relevant skills, qualities, or experiences]. I believe these attributes make [him/her/them] a strong candidate for [the opportunity they are applying for].

Feel free to contact me at [your phone number] or [your email] if you need any further information.

Sincerely,
[Your Name]