

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

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

During this time, [Candidate's Name] demonstrated exceptional skills in [mention relevant skills or qualities], and consistently contributed positively to our team. [He/She/They] are known for [provide examples of accomplishments or qualities].

I believe that [Candidate's Name] would be a great asset to your team and would excel in the role of [Job Title]. I highly recommend [him/her/them] without reservation.

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