

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you to provide a personal reference for [Name of the person you are recommending].

I have known [Name] for [duration of your relationship] and during this time, I have had the pleasure of witnessing [his/her/their] [mention specific qualities, skills, or experiences relevant to the reference]. [Include a specific example or anecdote that illustrates the person's qualities or achievements.]

I truly believe that [Name] would be a valuable asset in [mention the context, e.g., a job, school, etc.], as [he/she/they] possesses [mention more relevant qualities or skills].

Please feel free to reach out to me at [your phone number] or [your email address] if you have any further questions or need more information.

Thank you for considering this recommendation.

Warm regards,

[Your Name]