

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

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

Dear [Recipient's Name],

I am writing to provide a reference for [Candidate's Name], who has applied for [specific position] at [Company/Organization Name]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization Name], where I served as [Your Title].

During this time, I have been impressed by [Candidate's Name]'s [skills/qualities relevant to the position] and [his/her/their] ability to [specific examples of performance or behavior]. [He/She/They] consistently demonstrated [insert specific traits or achievements], and [his/her/their] contributions have greatly benefited our team.

I believe that [Candidate's Name] would be a valuable addition to your organization, and I highly recommend [him/her/them] for the position.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or insight regarding [his/her/their] capabilities.

Thank you for considering this reference.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization Name]