

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

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

Dear [Recipient's Name],

I am writing to provide a reference for [Name of the Person Being Recommended]. During our time working together at [Company/Organization Name], I witnessed [his/her/their] exceptional skills in [specific skills or qualities].

[Optional: One or two sentences about a specific project or achievement.]

I am confident that [Name] will be a valuable asset to your team. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]
[Your Position]