

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

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

Dear [Recipient's Name],

I am writing to provide a reference for [Applicant's Name], who has applied for [Position/Opportunity] at [Company/Organization Name]. I have known [Applicant's Name] for [duration] as [his/her/their] [relationship to you - e.g., supervisor, teacher, colleague].

During this time, I have been impressed by [Applicant's Name]'s [mention specific qualities, skills, or accomplishments]. [He/She/They] demonstrated [examples of skills or traits].

I am confident that [Applicant's Name] will be a valuable asset to your team and excel in [his/her/their] new role. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]