

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

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

Dear [Recipient's Name],

I am writing to you in regard to [Name of the Person Being Recommended],  
who I have known for [length of time] in [context of relationship].

[Paragraph 1: Describe your relationship with the individual and your  
qualifications for providing a reference.]

[Paragraph 2: Highlight specific qualities, experiences, or anecdotes  
that illustrate the person's character and strengths.]

[Paragraph 3: Offer your overall perspective and a strong recommendation,  
emphasizing your confidence in their abilities.]

If you require any further information, please do not hesitate to contact  
me.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]