

[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 the [Position/Opportunity] at [Company/Organization Name]. I have had the pleasure of knowing [Candidate's Name] for [duration] in my capacity as [Your Relationship/Position]. During this time, I have been consistently impressed by their [characteristics/skills/achievements].

[Provide specific examples of the candidate's contributions, skills, or accomplishments that relate to the position].

I believe that [Candidate's Name] would be a valuable addition to your team given their [describe qualities or abilities].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any more information.

Sincerely,
[Your Name]