

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to refer [Candidate's Name] for [specific purpose, e.g., a position, scholarship, etc.]. I have had the pleasure of working with [him/her/them] at [Your Company/Organization] for [duration] and have witnessed [his/her/their] [specific qualities or skills related to the purpose].

During [his/her/their] time at [Your Company/Organization], [Candidate's Name] demonstrated [specific abilities, achievements, or characteristics]. [Give a detailed example of a project or accomplishment that highlights the candidate's capabilities.]

[His/Her/Their] dedication, professionalism, and [other relevant attributes] make [Candidate's Name] an excellent choice for [the opportunity/position]. I am confident that [he/she/they] will contribute positively and excel in [his/her/their] new role.

Please feel free to contact me at [Phone Number] or [Email Address] if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Position]