

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

Dear [Recipient Name],

I am pleased to write this reference letter for [Graduate's Name], who graduated from [University Name] with a degree in [Degree Name] in [Month, Year]. During their time at university, I had the pleasure of [describe your relationship, e.g., teaching them in a course, supervising them in a project, etc.].

[Graduate's Name] demonstrated exceptional skills in [mention specific skills or attributes relevant to the position or field, e.g., teamwork, analytical thinking, communication, etc.]. They consistently [provide examples of accomplishments or contributions made by the graduate].

I am confident that [Graduate's Name] will bring the same level of dedication and enthusiasm to [his/her/their] future endeavors.

[He/She/They] is a [positive trait] individual who would make a valuable addition to any team. I highly recommend [him/her/them] for [position or opportunity].

If you have any questions or need further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Position]