

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

Dear [Recipient's Name],

I am writing to provide a reference for [Individual's Name] in regard to their good conduct and character. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [Your Position] at [Your Organization].

During this time, [Individual's Name] has consistently demonstrated [mention specific qualities, e.g., professionalism, reliability, integrity, etc.]. [He/She/They] has engaged with [mention specific roles or responsibilities] and has always executed [his/her/their] tasks with [mention qualities, e.g., diligence, respect, and consideration for others].

One notable instance was when [describe a specific situation that highlights their good conduct]. This not only shows [his/her/their] character but also illustrates [his/her/their] ability to [mention skills, e.g., work well with others, maintain composure under pressure, etc.].

I am confident that [Individual's Name] will continue to exemplify these values in [his/her/their] future endeavors. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.

Sincerely,

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