

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

Dear [Recipient's Name],

I am writing to refer [Referee's Name] for [specific position, opportunity, or purpose]. I have had the pleasure of working with [him/her/them] for [duration] at [your organization], and I believe [he/she/they] would be a valuable addition to your [team/organization]. During [his/her/their] time at [your organization], [Referee's Name] demonstrated [mention specific skills, qualities, or accomplishments that are relevant]. [He/She/They] consistently [provide specific examples of performance or contribution].

I am confident that [Referee's Name] will bring the same dedication and expertise to your [team/organization] as [he/she/they] has shown with us.

I strongly recommend [him/her/them] for [position/opportunity].

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

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/Company]