

Reference Letter

[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 recommend [Candidate's Name] for [Position/Opportunity] at [Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [Duration] at [Your Company/Organization], where [he/she/they] has demonstrated [specific skills or qualities].

[Provide specific examples of the candidate's work and achievements.]

I am confident that [Candidate's Name] will be a valuable asset to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Signature (if printed)]