

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Name of the Person
Recommending], who is applying for [describe the position or
opportunity]. Having worked with [him/her/them] for [duration] at
[Company/Organization Name], I can confidently speak to [his/her/their]
skills and attributes.

[Describe the relationship, specific projects, responsibilities,
strengths, and skills related to the position.]

I believe [he/she/they] would be an excellent fit for
[Position/Opportunity] and would make a significant contribution to your
team.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Contact Information]