

[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 [Candidate's Name], who has applied for the [position title] at [Company Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where [he/she/they] served as [Candidate's Position].

During this time, [he/she/they] demonstrated [specific skills, qualities, or work ethic]. [Provide specific examples of achievements or contributions].

I am confident that [Candidate's Name] will bring the same dedication and expertise to your team. I highly recommend [him/her/them] for the position.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any more information or further insights.

Sincerely,

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