

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

Dear [Recipient Name],

I am writing to provide a reference for [Candidate's Name], who has applied for [Position] at your organization.

[Insert a brief paragraph about your relationship with the candidate and how long you have known them.]

Throughout our time working together, [Candidate's Name] has demonstrated [mention specific skills or qualities related to the position, e.g., work ethic, problem-solving abilities, teamwork].

One notable achievement was [describe a specific example or project that highlights the candidate's qualifications].

I am confident that [Candidate's Name] will be an asset to your team and excel in the role of [Position]. If you have any further questions, please feel free to contact me.

Sincerely,

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