

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

Dear [Recipient's Name],

I am pleased to write this letter of reference for [Candidate's Name], who has worked with me at [Your Organization] for [duration]. During this time, I have had the opportunity to observe [Candidate's Name]'s skills and contributions first-hand.

[Insert a paragraph about the candidate's qualifications, strengths, and experience related to the field or position.]

[Insert another paragraph with specific examples that highlight the candidate's achievements, teamwork, leadership, or problem-solving skills.]

I am confident that [Candidate's Name] will be an asset to your team and will excel in [specific position/opportunity]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]
[Your Title]