

[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]

Subject: Reference Letter

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization/Company Name], where [he/she/they] [describe relationship and context].

During this time, [Candidate's Name] has demonstrated [mention specific skills, qualities, or experiences that are relevant]. [Provide examples of their achievements or contributions].

I am confident that [Candidate's Name] will be a valuable asset to your team, bringing [his/her/their] [mention key traits or skills] to the role. I strongly recommend [him/her/them] without reservation.

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

Sincerely,

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