

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[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/name of program/etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [relationship to the candidate, e.g., supervisor, colleague, teacher].

During this time, I have witnessed [his/her/their] [specific skills or qualities], which I believe make [him/her/them] an excellent candidate for [position/program]. [Provide specific examples illustrating the candidate's strengths and achievements].

[Candidate's Name] has also displayed remarkable [mention any additional skills or attributes, e.g., leadership, teamwork, problem-solving], which further supports [his/her/their] suitability for the role. [Provide any relevant anecdotes or instances that highlight these qualities].

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [position/program] as [he/she/they] has demonstrated in our interactions.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]
[Optional: Your LinkedIn profile or other professional links]