

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

Dear [Recipient Name or "To Whom It May Concern"],  
I am writing to provide a reference for [Missionary's Name], who is seeking to serve a mission for The Church of Jesus Christ of Latter-day Saints. I have known [him/her/them] for [length of time] and have had the pleasure of witnessing [his/her/their] personal growth and commitment to the gospel.

[Paragraph 1: Describe your relationship with the missionary and your knowledge of their character, values, and dedication to service.]

[Paragraph 2: Highlight specific examples of the missionary's leadership, work ethic, and community involvement that illustrate their readiness to serve a mission.]

[Paragraph 3: Discuss any personal qualities or talents that would benefit them as a missionary, such as communication skills, compassion, and resilience.]

In conclusion, I wholeheartedly support [Missionary's Name] in this endeavor and believe [he/she/they] will be a valuable asset to the Church and those [he/she/they] serve. Please feel free to contact me at [your phone number or email address] if you have any questions or need further information.

Thank you for considering my reference.

Sincerely,

[Your Name]  
[Your Church Position, if applicable]