

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

Dear [Recipient Name],

I am writing to provide a reference for [Candidate's Name] in support of their application for [specific position or program] at [Recipient Company/Organization]. I had the pleasure of working with [Candidate's Name] at [Your Company/Organization] where [he/she/they] held the position of [Candidate's Position] from [start date] to [end date].

During our time together, I was consistently impressed by [his/her/their] [mention specific skills, qualities, or achievements]. [Candidate's Name] demonstrated exceptional [skills/qualities] that greatly contributed to our team's success, such as [provide examples].

Moreover, [he/she/they] displayed an admirable work ethic and a strong commitment to [specific goals or projects]. [Describe a notable project or achievement that highlights the candidate's abilities].

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [Recipient Company/Organization] as [he/she/they] did while working with us. I wholeheartedly recommend [him/her/them] for [specific position or program].

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

Sincerely,

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