

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

Dear [Recipient's Name],

I am writing to provide a reference for [Applicant's Name] as they apply for the LFA (Local Financial Assistance) program. I have had the pleasure of working with [Applicant's Name] for [duration] in my capacity as [Your Title/Position] at [Your Organization], and I can confidently attest to their qualifications and suitability for this opportunity.

During our time working together, [Applicant's Name] has demonstrated [specific qualities, skills, or accomplishments relevant to the LFA application]. For example, [provide a specific example of the applicant's work, achievements, or contributions]. This experience showcases their ability to [relevant abilities related to LFA].

Furthermore, [Applicant's Name] has consistently shown [mention any personal qualities, work ethic, or interpersonal skills]. These attributes will undoubtedly contribute to [Applicant's Name]'s success in the LFA program and beyond.

I wholeheartedly support [Applicant's Name]'s application for the LFA program and believe that they will make significant contributions. Should you need any further information, please do not hesitate to contact me.

Thank you for considering this application.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]