

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

[Recipient Name]  
[Recipient Position/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide a reference for [Candidate's Name], who has applied for [specific position or program] at [organization or institution]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization] in the capacity of [Your Position]. During this time, [Candidate's Name] has demonstrated [specific skills, qualities, or accomplishments related to healthcare work]. [He/She/They] has shown exceptional [skills such as patient care, teamwork, communication, etc.], which is crucial in the healthcare environment. [Provide specific examples of the candidate's contributions, experiences, or achievements that highlight their qualifications and suitability for the position they are applying for.]

In addition to [his/her/their] professional skills, [Candidate's Name] possesses [personal attributes such as compassion, integrity, dedication], making [him/her/them] an asset to any healthcare team. [He/She/They] has a strong ability to [mention any relevant abilities like manage stressful situations, work with a diverse patient population, etc.], which I believe will benefit [his/her/their] future work in [specific area of healthcare].

I am confident that [Candidate's Name] will excel in [his/her/their] future endeavors and strongly recommend [him/her/them] for [position/program]. Should you require any further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Organization]