

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

Dear [Recipient Name],

I am writing to provide a reference for [Job Seeker's Name] in regard to their application for an OHIP position. I have had the pleasure of working with [him/her/them] at [Your Company/Organization] for [duration of time] and can confidently speak to [his/her/their] skills and qualifications.

[Job Seeker's Name] possesses a strong understanding of health care processes and has demonstrated exceptional [specific skills or qualities related to OHIP roles, such as attention to detail, communication skills, or customer service]. One particular instance that stands out is when [provide a specific example or anecdote that illustrates the candidate's skills and abilities relevant to OHIP].

Furthermore, [he/she/they] is a quick learner who adapts well to new challenges. [He/She/They] consistently display professionalism and compassion when interacting with patients and their families, which is fundamental in any role related to health care.

I believe [Job Seeker's Name] would be an excellent fit for your team and would bring valuable skills to your organization. Please feel free to reach out to me if you would like to discuss [his/her/their] qualifications further.

Thank you for considering [Job Seeker's Name] for the OHIP position.

Sincerely,

[Your Name]
[Your Position]