

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Applicant's Name] who is applying for a position with [Organization Name]. I have had the pleasure of working with [Applicant's Name] for [duration] at [Company/Institution Name], where [he/she/they] served as [Applicant's Position].

Throughout [his/her/their] time with us, [Applicant's Name] demonstrated exceptional [skills/qualities relevant to the position] that I believe make [him/her/them] a strong candidate for the role at OHIP. Some of [his/her/their] key contributions included:

1. ****[Specific Contribution/Project/Skill]****: Briefly describe an example that showcases the applicant's abilities.
2. ****[Specific Contribution/Project/Skill]****: Briefly describe another relevant example.
3. ****[Specific Contribution/Project/Skill]****: Briefly describe any additional relevant example.

[Applicant's Name] has consistently displayed [qualities such as professionalism, dedication, teamwork, communication skills, etc.].

[He/She/They] approaches challenges with a positive attitude and has a genuine commitment to [patient care, teamwork, improving processes, etc.].

I have no doubt that [Applicant's Name] will be a valuable addition to your team at OHIP. I wholeheartedly recommend [him/her/them] for this position and am confident that [his/her/their] skills and work ethic will greatly benefit your organization.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or specific examples of [Applicant's Name]'s work.

Sincerely,

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