

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

Dear [Recipient Name],

I am writing to provide a reference for [Applicant's Name] in relation to their application for OHIP. I have had the pleasure of working with [Applicant's Name] at [Your Company/Organization] for [duration of time], where they have held the position of [Applicant's Job Title].

During their time with us, [Applicant's Name] has demonstrated exceptional skills in [specific skills relevant to the role, e.g., patient care, administrative duties, etc.]. They have a strong commitment to [values/mission relevant to healthcare, e.g., providing quality healthcare, patient advocacy], which I believe aligns well with the values of OHIP.

[Provide specific examples of the applicant's contributions or achievements that highlight their abilities. For instance, you could mention a project, initiative, or any relevant outcome that showcases their skills.]

Overall, I am confident that [Applicant's Name] will be a valuable addition to your organization and will make significant contributions to the OHIP program. I highly recommend them without reservation.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company/Organization]