

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

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

Dear [Recipient's Name],

I am writing to you in my capacity as [Your Position] at [Your Institution/Organization] to provide a reference for [Candidate's Name], who has applied for [Position or Program] at [Recipient's Institution/Organization].

[Paragraph 1: Introduction to the candidate, your relationship, and the purpose of the reference]

[Paragraph 2: Specific examples of the candidate's skills, achievements, and character traits]

[Paragraph 3: Overall assessment and recommendation for the candidate]

Thank you for considering this reference. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution/Organization]