

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

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

Dear [Recipient's Name],

I am writing to you in reference to [Individual's Name], who I have had the pleasure of knowing for [duration of time]. During this time, I have witnessed [his/her/their] character and dedication firsthand.

[Individual's Name] is [insert qualities - e.g., hardworking, reliable, kind, etc.]. For instance, [provide a specific example that illustrates these qualities].

In addition, [he/she/they] is involved in [mention any relevant community service, extracurricular activities, or professional achievements]. This demonstrates [his/her/their] commitment to [insert relevant traits like community engagement, leadership, etc.].

I am confident that [Individual's Name] will be an asset to any situation [he/she/they] is placed in. I wholeheartedly recommend [him/her/them] without reservation.

Thank you for considering this reference. Please feel free to contact me at [your phone number] or [your email] if you need any more information.
Sincerely,

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