

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

Dear [Recipient's Name],

I hope this letter finds you well! I wanted to take a moment to write you a personal reference for [Candidate's Name]. I've had the pleasure of knowing [him/her/them] for [duration] and can confidently say that [he/she/they] would be a fantastic addition to your team.

During our time together at [context of your relationship, e.g., previous job, community service], I was always impressed by [his/her/their] [specific qualities, skills, or achievements, e.g., work ethic, teamwork, creativity]. [He/She/They] has a natural ability to [specific example of a skill or situation].

Not only is [Candidate's Name] skilled at [specific skills related to the job], but [he/she/they] also brings a positive attitude that lifts those around [him/her/them]. I remember a time when [insert a specific anecdote that showcases the candidate's abilities or character].

I believe that [Candidate's Name] would bring [specific value] to your organization. If you have any questions or would like to chat more about [him/her/them], feel free to reach out to me at [your phone number or email].

Thanks for considering [Candidate's Name] for your position!

Best,
[Your Name]