

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to provide a personal reference for [Candidate's Name], who has applied for the position of [Position Title] at [Company's Name]. I have known [Candidate's Name] for [duration] and can confidently attest to their [skills/qualities, e.g., professionalism, work ethic, dedication]. During our time working together at [Your Company/Organization/Context], I was particularly impressed by [specific example or achievement].

[Candidate's Name] has shown exceptional [mention relevant skills or traits] and has consistently [describe relevant contributions or accomplishments]. I believe these attributes make them a strong candidate for the role at [Company's Name].

In conclusion, I wholeheartedly recommend [Candidate's Name] for the position. Please feel free to reach out to me at [your phone number] or [your email address] for any further information or clarification.

Thank you for considering my reference.

Sincerely,
[Your Name]