

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

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

Dear [Recipient's Name],

I am writing to provide a personal reference for [Reference's Name]. I have had the pleasure of knowing [him/her/them] for [duration of acquaintance] and can confidently vouch for [his/her/their] character and abilities.

During the time I have known [Reference's Name], [he/she/they] has consistently demonstrated [specific qualities or skills, e.g., dedication, strong work ethic, excellent communication skills]. For example, [provide a brief example or anecdote that illustrates these qualities].

[Reference's Name] is also [mention any additional qualities that make them an excellent candidate for whatever they are applying for, e.g., a team player, innovative thinker, reliable]. I believe that [he/she/they] will [mention any potential impact or success in the new role or situation].

I strongly recommend [Reference's Name] for [the position or opportunity they are applying for]. If you have any questions or require further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]  
[Your Title/Position if applicable]  
[Your Company/Organization if applicable]