

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

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

Dear [Recipient's Name],

Subject: Reference for [Name of the Individual or Company]

I am writing to provide a reference for [Name of the Individual or Company], who has been associated with [your relationship to the individual/company, e.g., as an employee, colleague, vendor, etc.] since [start date] until [end date or 'present' if applicable].

[Briefly describe the individual's or company's role, contributions, and any specific projects they were involved in that highlight their skills and work ethic.]

I can confidently recommend [Name] for [specific position, role, or purpose of reference]. Their [mention key qualities or skills] make them a valuable asset in any endeavor they choose to pursue.

If you require any further information or specific examples, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]