

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

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

Dear [Recipient's Name],

Subject: Reference for [Name of Person Being Recommended]

I am writing to provide a reference for [Name of Person Being Recommended], who has applied for the [specific position or opportunity] at [Company/Organization Name].

I have had the pleasure of knowing [Name] for [duration of time] in my capacity as [Your Position/Relationship to the Applicant]. During this time, I have been consistently impressed by [his/her/their] [specific qualities or skills].

[Provide specific examples of the person's strengths, achievements, or contributions that are relevant to the opportunity.]

I believe [Name] would be a great asset to your team and would excel in this position. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for considering this application.

Sincerely,

[Your Name]
[Your Title]