

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am pleased to write this reference letter for RJ Smith, who has worked with me at [Your Company/Organization] for [duration of time]. During this time, RJ has demonstrated exceptional [skills/qualities] that I believe will significantly contribute to [recipient's company/organization].

[Provide specific examples of RJ's skills, contributions, and achievements].

RJ is known for [describe additional attributes, teamwork abilities, or leadership qualities]. I have no doubt that he/she will excel in any position or endeavor he/she chooses to pursue.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]