

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

I am pleased to write this letter of reference for [Applicant's Name]. I have had the pleasure of working with [him/her/them] for [length of time] at [Your Organization], where [he/she/they] held the position of [Applicant's Position].

During this time, I was impressed by [his/her/their] [specific skills, achievements, or contributions]. [Provide specific examples of the applicant's work or projects].

[Applicant's Name] demonstrated [describe personal attributes such as professionalism, teamwork, leadership, etc.]. I believe [he/she/they] would be an excellent fit for [Recipient's Organization/Position] because [reason why you recommend the applicant].

I highly recommend [Applicant's Name] without reservation. Please feel free to contact me at [phone number] or [email address] if you have any further questions.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]