

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 writing to provide a reference for [Name of the Individual] in regards to [specific purpose, e.g., job application, project involvement, etc.]. I have known [him/her/them] for [duration] and have had the pleasure of [describe your relationship, e.g., working together, mentoring, etc.].

During this time, I have been consistently impressed with [his/her/their] [specific qualities, skills, or attributes]. [Provide specific examples or anecdotes that highlight these qualities.]

[Name of the Individual] has demonstrated [mention any relevant skills or experiences related to the context of the reference]. [Elaborate on these skills and how they apply to the situation.]

I have no doubt that [he/she/they] would be a valuable asset in [specific context or position]. I wholeheartedly recommend [him/her/them] for [specific opportunity].

Please feel free to contact me at [your phone number] or [your email address] if you have any further questions or need additional information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]