

[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],

I am writing to confirm that [Reference's Name] has served as [Relationship to Reference, e.g., employee, volunteer] at [Your Company/Organization Name] from [Start Date] to [End Date]. During this time, [he/she/they] demonstrated exceptional [skills/qualities related to the reference, e.g., work ethic, teamwork, etc.].

[Provide specific examples or anecdotes highlighting the reference's strengths and contributions.]

I highly recommend [Reference's Name] for [position or opportunity they are applying for], as [he/she/they] will bring [skills/qualities] that would be valuable to your team.

If you have any further questions, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization Name]