

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

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

Dear [Recipient Name],

Subject: Reference for [Individual's Name]

I am writing to provide a reference for [Individual's Name], who has applied for [position or opportunity] at [Company/Organization Name]. I have known [Individual's Name] for [duration of acquaintance] in my capacity as [your position or relationship].

During this time, I have been impressed by [his/her/their] [mention relevant skills, qualities, and contributions]. [Provide specific examples of their work or achievements].

I strongly believe that [Individual's Name] would be a valuable addition to your team and would excel in [mention specific areas related to the position].

Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]