

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

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

Dear [Recipient's Name],

I am writing to verify the personal references for [Candidate's Name], who has applied for [Position/Opportunity] at [Company/Organization Name]. I have known [Candidate's Name] for [duration] in the capacity of [Your Relationship/Connection].

Throughout our interactions, I have found [Candidate's Name] to be [describe traits or qualities relevant to the reference]. [Provide specific examples or anecdotes if applicable].

I believe [Candidate's Name] would be a valuable addition to your team, and I am more than willing to provide further information if needed.

Thank you for considering this verification.

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)
[Your Company/Organization] (if applicable)