

[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 provide a reference for [Applicant's Name], who is applying for a working holiday visa. I have known [Applicant's Name] for [duration of time] and can attest to their [positive qualities, e.g., work ethic, character, adaptability].

During [his/her/their] time with us at [Company/Organization Name], [Applicant's Name] has demonstrated [specific skills or experiences relevant to the working holiday]. [Include specific examples of contributions or accomplishments].

I believe that [Applicant's Name] will be an asset wherever [he/she/they] goes, and [his/her/their] willingness to explore new opportunities during this working holiday will benefit [him/her/them] greatly.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

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