

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Name of the Person Being Recommended]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [Your Title/Position] at [Your Organization/Company].

[Describe your relationship with the person being recommended and the context in which you know them.]

During this time, [Name of the Person Being Recommended] has consistently demonstrated [mention skills, qualities, or achievements]. [Provide specific examples or anecdotes that highlight these skills or attributes.]

I am confident that [he/she/they] will be a valuable asset to [Recipient's Organization/Company]. [Mention any relevant skills or experiences related to the opportunity the reference is for.]

If you have any further questions, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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