

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

Dear [Recipient's Name],

I am writing to provide a personal reference for Wurtzbach, who I have had the pleasure of knowing for [duration of time] as [describe your relationship]. Throughout our time together, I have consistently been impressed by Wurtzbach's [mention specific qualities, skills, or experiences relevant to the reference].

Wurtzbach demonstrates [provide examples of their strengths or achievements]. Their ability to [describe notable traits or accomplishments] sets them apart and showcases their commitment to excellence.

I believe Wurtzbach would be an excellent fit for [mention the position, program, or opportunity], and I wholeheartedly recommend them for this opportunity. Should you require any further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering my reference.

Sincerely,  
[Your Name]