

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

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

Dear [Recipient Name],

I am writing to provide a reference for [Name of the person you are recommending], who has worked with me at [Your Organization/Company Name] from [Start Date] to [End Date]. During this time, I have had the pleasure of [briefly describe your relationship with the person and context in which you worked together].

[Name] has demonstrated [mention key skills or attributes - e.g., strong work ethic, leadership skills, creativity, etc.] and has consistently [describe specific achievements or contributions the person made]. For example, [provide a specific example illustrating their skills or contributions].

One of the qualities I admire most about [Name] is [insert personal trait or characteristic], which [explain how this quality impacts their work or relationships].

I am confident that [Name] will be an asset to any organization they choose to join. I highly recommend them for [specific role or opportunity] without reservation.

Please feel free to contact me should you require any further information or specific examples of [Name]'s work.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title]
[Your Organization/Company Name]