

[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 [Candidate's Name], who is applying for the [specific position] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where they held the position of [Candidate's Position].

During this time, I have been consistently impressed by [Candidate's Name]'s exceptional skills in [specific skills or attributes].

[He/She/They] demonstrated [specific examples of achievements or contributions]. [Candidate's Name] exhibits a strong work ethic, and [he/she/they] has the ability to [specific qualities that would benefit the prospective employer].

I believe that [Candidate's Name] will be a valuable asset to your team, and I wholeheartedly recommend [him/her/them] for the [specific position]. Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

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