

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Candidate's Name] who is applying for [specific position or opportunity] at [Company/Organization Name].

I have known [Candidate's Name] for [duration] in my capacity as [Your Position/Relationship to Candidate]. During this time, I have been impressed by [his/her/their] [mention specific qualities or skills relevant to the position].

[Provide specific examples of the candidate's achievements, work ethic, or character traits].

I strongly believe that [Candidate's Name] would be a valuable addition to your team. Should you require any further information, please do not hesitate to contact me.

Sincerely,

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