

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/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 has applied for [Position/Opportunity] at [Company/Organization Name]. I have had the pleasure of knowing [Candidate's Name] for [duration] as [his/her/their] [relation, e.g., professor, supervisor, colleague, etc.]. During this time, I have been consistently impressed with [Candidate's Name]'s [mention specific qualities or skills related to the opportunity]. [Provide specific examples of accomplishments or contributions].

I highly recommend [Candidate's Name] for [Position/Opportunity] at [Company/Organization Name]. I am confident that [he/she/they] will bring the same dedication and skill to your organization as [he/she/they] has consistently demonstrated in the past.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or insights regarding [Candidate's Name].

Sincerely,

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