

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

[Recipient Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide a reference for [Applicant's Name], who is applying for [Position/Opportunity] at [Organization Name]. I have had the pleasure of working with [Applicant's Name] for [duration] in the capacity of [Your Relationship to the Applicant, e.g., supervisor, colleague].

Throughout our time together, [Applicant's Name] has demonstrated [qualities, skills, or experiences relevant to the opportunity]. Some specific examples of [his/her/their] capabilities include:

1. [Example 1: Description of a specific task, project, or achievement]
2. [Example 2: Description of another relevant quality or achievement]
3. [Example 3: Further example supporting the applicant's qualifications]

[Applicant's Name]'s [mention any personal qualities such as work ethic, attitude, etc.] make [him/her/them] a suitable candidate for [Position/Opportunity]. I am confident that [he/she/they] will be a valuable asset to your team.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or specific details.

Sincerely,

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