

[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 this reference letter on behalf of [Candidate's Name], who has applied for the position of [Position Title] at [Company/Organization Name]. I have known [Candidate's Name] for [duration] in my capacity as [Your Position/Relationship to the Candidate].

During this time, I have been impressed by [Candidate's Name]'s [key skills/qualities, e.g., work ethic, professionalism, and ability to work well in a team]. [Provide specific examples or anecdotes that illustrate these qualities.]

[Candidate's Name] has also demonstrated [mention any relevant accomplishments or experiences related to the position]. I believe these attributes make them an excellent fit for [Company/Organization Name].

In conclusion, I confidently recommend [Candidate's Name] for this role. They are a talented individual who will undoubtedly contribute positively to your team.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

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