

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

I am writing to provide a reference for [Applicant's Name], who has applied for a position at your company. I have had the pleasure of working with [Applicant's Name] for [duration of time] in the capacity of [your relationship to the applicant, e.g., supervisor, colleague]. Throughout this time, [Applicant's Name] has consistently demonstrated [mention key skills, attributes, or achievements relevant to the employment]. [He/She/They] possess [specific skills or qualifications] that make [him/her/them] a strong candidate for the [specific position] at your organization.

[Provide specific examples that illustrate the applicant's qualifications and contributions to your organization.]

Given [his/her/their] exceptional [qualities/skills], I am confident that [Applicant's Name] will be a valuable addition to your team. I fully support [his/her/their] application and encourage you to consider [him/her/them] for the position.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or clarification regarding [Applicant's Name].

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Title/Position]