

[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 to you to provide a reference for [Candidate's Name]. I have had the pleasure of knowing [him/her/them] for [length of time] as [his/her/their] [relationship to candidate, e.g., supervisor, professor, colleague].

During our time working together at [Company/Organization Name or School], I was consistently impressed by [Candidate's Name]'s [mention specific qualities, skills, or accomplishments]. [He/She/They] demonstrated [insert examples of work ethic, problem-solving skills, teamwork, etc.].

I firmly believe that [Candidate's Name] would be an invaluable asset to your [company/organization/program]. [His/Her/Their] dedication and proficiency will surely make a positive impact on your team.

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

Sincerely,

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