

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

[Recipient Name]
[Recipient Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide a reference for [Applicant's Name], who has applied for [specific position or opportunity] at [Organization].

[Brief introduction of your relationship with the applicant and how long you have known them.]

[Describe the applicant's skills, qualifications, and achievements relevant to the position. Provide specific examples and anecdotes that highlight their capabilities.]

[Include any personal qualities that make the applicant a great fit for the role or opportunity.]

I am confident that [Applicant's Name] will be a valuable asset to your team at [Organization]. If you require any further information or would like to discuss this reference in more detail, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this application.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]