

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

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

Dear [Recipient Name],

I am pleased to write this reference letter for [Name of the Person you are recommending], who has [describe your relationship to the person, e.g., "worked under my supervision at XYZ Company for the past three years"].

During this time, [Name] has demonstrated [mention skills, strengths or characteristics relevant to the position or opportunity, e.g., "exceptional problem-solving skills and a strong work ethic"]. One specific instance that stands out is [provide a specific example of a project, task, or accomplishment that showcases the person's abilities]. [Name] has always shown a willingness to learn and grow, taking feedback constructively and applying it effectively, which has resulted in [mention any positive outcomes or contributions they have made].

I am confident that [Name] will bring the same dedication and excellence to your organization as they have shown during their time with us. I wholeheartedly recommend [him/her/them] for [the opportunity, position, or program].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]