

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph - purpose of the letter]  
[Body of the letter - detailing the reference]  
[Closing paragraph - closing statement and contact information]  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title, if applicable]  
[Your Company/Organization, if applicable]