

# Letter of Reference

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

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

Dear [Recipient's Name],

I am writing to provide a reference for [Applicant's Name] in support of their application for professional licensing as [Professional Title]. I have had the privilege of working with [Applicant's Name] for [duration of time] at [Company/Organization Name], where [he/she/they] served as [Applicant's Position].

During this time, I have observed [his/her/their] dedication, professionalism, and expertise in [specific field or area]. [Applicant's Name] consistently demonstrates [mention specific skills, qualities, or accomplishments that are relevant]. This has been evident in [give an example of a project or task].

I am confident that [Applicant's Name] possesses the necessary skills and ethical standards required for [Professional Title]. I fully support [his/her/their] application and believe [he/she/they] will make a valuable contribution to the profession.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]  
[Your Title/Position]