

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Candidate's Name], who is applying for the position of [Job Title] at your organization. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company], where they held the position of [Candidate's Position].

[Candidate's Name] has consistently demonstrated strong [skills/qualities related to the job, e.g., leadership, teamwork, communication skills]. One memorable instance was when [describe a specific example that highlights their abilities].

Furthermore, [Candidate's Name] has always approached challenges with a positive attitude and has shown great dedication to their work. Their ability to [mention specific competencies related to the job] sets them apart as a candidate.

I am confident that [Candidate's Name] will be an asset to your team and contribute positively to [Recipient's Company]. If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this recommendation.

Sincerely,

[Your Name]