

# Professional Reference Letter

**[Your Name]**

[Your Title]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a professional reference for [Freelancer's Name], who has worked with me on [Project Description]. During this time, I found [Freelancer's Name] to be [positive traits such as reliable, skilled, dedicated, etc.].

[Freelancer's Name] was responsible for [specific tasks or responsibilities], and consistently delivered high-quality work on time. Their ability to [mention any specific skills or contributions] greatly enhanced our project.

I highly recommend [Freelancer's Name] for any freelance project they pursue. I am confident they will bring the same level of professionalism and dedication to your work as they did to ours.

If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]