

# Reference Verification Statement

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify the reference of [Reference Name] in relation to their application for [Position/Opportunity] at [Company/Organization Name].

We have known [Reference Name] for [Duration] in the capacity of [Relationship/Title]. During this time, [he/she/they] has demonstrated exceptional skills in [Specific Skills or Traits].

We can confirm that [Reference Name] is a reliable and dedicated individual who has greatly contributed to our [Department/Team/Project]. We highly recommend [him/her/them] for [Position/Opportunity] and believe that [he/she/they] will be a valuable asset to your organization.

If you require any further information, please feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]