

[Your Name]  
[Your Position]  
[Company/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State ZIP Code]

**Subject: Reference Letter for [Candidate's Name]**

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to wholeheartedly recommend [Candidate's Name] for employment with your esteemed organization. I had the pleasure of working with [him/her/them] at [Company Name] for [duration], during which [he/she/they] held the position of [position].

[Candidate's Name] consistently demonstrated exceptional skills in [mention relevant skills or qualities], and showed remarkable dedication in carrying out [his/her/their] responsibilities. [He/She/They] is highly regarded for [his/her/their] professionalism, positive attitude, and ability to work collaboratively as part of a team.

I am confident that [Candidate's Name] will make a valuable addition to your team and contribute to the ongoing success of your organization.

Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Company Name]

**Important Notes:**

- Make sure the reference letter is truthful and based on your actual experience with the candidate.
- Always include your contact information for verification purposes.
- Use a professional and positive tone throughout the letter.
- Be specific about the candidate's skills and achievements when possible.
- Keep the letter concise and focused on relevant qualifications.