

[Your Name]
[Your Position]
[Your Organization]
[Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Candidate's Name] who has applied for the position of [Position/Opportunity] at [Organization, if applicable].

[Briefly describe your relationship to the candidate and the context in which you have known/worked with them.]

[Detail the candidate's strengths, qualities, skills, and relevant experiences. Provide specific examples where possible.]

[Conclude your endorsement with a strong statement regarding the candidate's suitability.]

Please feel free to contact me if you need further information.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]