

Date: \_\_\_\_\_

To Whom It May Concern,

I am writing to provide a professional reference for \_\_\_\_\_. I have known \_\_\_\_\_ in my capacity as \_\_\_\_\_ at \_\_\_\_\_ for \_\_\_\_\_ years.

During this time, \_\_\_\_\_ has demonstrated excellent professional abilities, including:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_ has consistently shown strengths in \_\_\_\_\_ and has proven to be a reliable, dedicated, and knowledgeable professional.

I highly recommend \_\_\_\_\_ for any opportunity or position they may seek. Please feel free to contact me if you require additional information.

Sincerely,

\_\_\_\_\_  
Name

Title

Organization

Email/Phone