

Your Name
Your Title
Company / Organization
Address Line 1
Address Line 2

Date: _____

To Whom It May Concern:

I am writing to provide a formal reference for **[Applicant's Full Name]**, who has applied for the position of **[Job Title]** at your organization.

I have known **[Applicant's Name]** for **[duration]** in my capacity as **[your relationship, e.g., supervisor, colleague]** at **[Company/Institution]**. During this time, I have found **him/her/them** to be **[positive attributes, e.g., responsible, motivated, hardworking]**.

[Applicant's Name] demonstrated strong skills in **[mention relevant skills or experiences]** and consistently delivered high-quality work. **He/She/They** is reliable, dedicated, and works well both independently and as part of a team.

I am confident that **[Applicant's Name]** would be a valuable addition to your team and highly recommend **him/her/them** for the position. Please feel free to contact me at **[your phone number]** or **[your email]** if you require any further information.

Sincerely,

[Your Name]