

Date: _____

To Whom It May Concern,

I am writing to provide a personal reference for _____.

I have known _____ for _____ years as a _____ (relationship: e.g. friend, colleague, neighbor).

During this time, I have found them to be _____.

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

Sincerely,

Signature: _____

Name: _____

Relationship to Applicant: _____

Phone / Email: _____