

[Date]

[Recipient Name]

[Recipient Title/Company]

[Address Line 1]

[Address Line 2]

Dear [Recipient Name],

I am writing to provide a reference for my colleague, [Colleague's Name], with whom I have worked at [Company/Organization Name] for [duration of time].

During their time at [Company/Organization Name], [Colleague's Name] has consistently demonstrated [mention positive qualities, e.g., professionalism, reliability, teamwork]. They have contributed to [mention relevant projects, tasks, or responsibilities], and have shown [additional strengths or attributes].

Based on my experience working with [Colleague's Name], I am confident in their abilities and work ethic. I believe they would be a valuable asset in any professional setting.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]