

Reference Letter

[Date]

[Recipient Name]

[Recipient Title or Department]

[Company / Organization Name]

[Address Line 1]

[Address Line 2]

To whom it may concern,

I am writing to provide a reference for [Name of Person] in support of their [application/employment/other purpose]. During the time I have known [him/her/them], [he/she/they] has demonstrated [briefly state relevant qualities or achievements].

[Name of Person] is [insert positive qualities, skills, or accomplishments]. I am confident that [he/she/they] will be an asset to your organization.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]