

Reference Letter

[Your Name]

[Your Title/Position, if applicable]

[Your Organization/Institution Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

Date: [Date of writing]

[Recipient's Name]

[Recipient's Title/Position, if applicable]

[Company/Institution Name]

[Company/Institution Address]

[City, State, ZIP Code]

Subject: Reference for [Applicant's Full Name]

Dear [Recipient's Name],

I am writing this letter to provide a strong recommendation for [Applicant's Full Name] based on my experience working closely with them. I have known [Applicant's Last Name] for [duration of your acquaintance], during which I have had the privilege of witnessing their exceptional [mention skills, qualities, or attributes you would like to highlight].

[Paragraph 1: Introduction]

State your relationship with the applicant, how long you have known them, and in what capacity. Mention your qualifications or experience that make you a credible reference.

[Paragraph 2: Qualifications and Skills]

Highlight the applicant's relevant qualifications, skills, and achievements. Provide specific examples of their accomplishments, contributions, and strengths. Use quantitative or qualitative data where possible to illustrate their impact.

[Paragraph 3: Character and Personality]

Discuss the applicant's character traits, work ethic, and interpersonal skills. Include details about their reliability, teamwork, communication skills, and adaptability. Highlight any instances where the applicant has demonstrated leadership or a willingness to go above and beyond.

[Paragraph 4: Compatibility]

Explain how the applicant's qualities align with the requirements of the role or opportunity they are seeking. If applicable, address how their experiences make them a valuable addition to the organization or program.

[Paragraph 5: Conclusion]

Summarize your overall positive assessment of the applicant and express your confidence in their abilities. Offer to provide further information if needed and invite the recipient to contact you with any questions.

Sincerely,

[Your Full Name]

[Your Title/Position]

[Your Organization/Institution Name]

[Your Contact Information]