

Salutation

Body of Letter

The first paragraph of the reference letter describes how you know the person you are recommending and why you are qualified to provide a recommendation. The second and third paragraphs of the letter provide information on why the person is qualified for a job or graduate school, what they can offer, and why you are endorsing them.

The next paragraph should state that you "highly recommend" or "strongly recommend" the individual.

The final paragraph contains an offer to provide more information. Include an email address and a phone number within the paragraph. Also, include your phone number and email address in the return address section of your letter or your signature if you are sending an email reference.

Closing (printed letter)

Your signature

Your Typed Signature