

# Reference Letter Template with Personalized Professional Endorsement

*[Your Name]*

*[Your Title]*

*[Your Organization]*

*[Your Address]*

*[City, State, ZIP]*

*[Email Address]*

*[Phone Number]*

*[Date]*

*[Recipient's Name]*

*[Recipient's Title]*

*[Recipient's Organization]*

*[Recipient's Address]*

*[City, State, ZIP]*

Dear *[Recipient's Name]*,

I am writing to provide my highest recommendation for *[Candidate's Full Name]*, with whom I have had the pleasure of working as *[your relationship/position, e.g., supervisor, colleague]* at *[Organization/Institution Name]* for *[duration]*.

During our time working together, *[Candidate's First Name]* has consistently demonstrated exceptional *[skills/talents-e.g., analytical, leadership, technical, interpersonal]* abilities. Specifically, *[he/she/they]* *[describe a significant achievement, project, or responsibility handled by the candidate with concrete examples]*, which had a meaningful impact on *[team, company, results, etc.]*.

What truly distinguishes *[Candidate's First Name]* is *[describe character trait-e.g., dedication, integrity, creativity]*. *[He/She/They]* *[provide a brief, specific anecdote or illustration of this trait in action]*.

Based on *[his/her/their]* exemplary professional skills, collaborative nature, and genuine commitment to excellence, I have every confidence that *[Candidate's Name]* will make an outstanding contribution to *[specific position, program, opportunity, etc.]*. I highly endorse *[him/her/them]* for *[the prospective role or opportunity]* and am certain *[he/she/they]* will exceed your expectations.

Please feel free to contact me at *[your phone number]* or *[your email]* for any additional information or clarification regarding *[Candidate's Name]*'s qualifications.

Sincerely,

*[Your Name]*

*[Your Title]*

