

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]

