

[Your Name]  
[Your Position/Title]  
[Your Organization/Company]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP]  
[Email Address]  
[Phone Number]  
  
[Date]

[Recipient's Name]  
[Recipient's Position/Title]  
[Recipient's Organization/Institution]  
[Recipient's Address Line 1]  
[Recipient's Address Line 2]  
[City, State, ZIP]

Dear [Recipient's Name],

I am writing to provide a formal reference for **[Candidate's Full Name]**, who has applied for the position of **[Position Name]** at your esteemed organization. It is my pleasure to recommend [him/her/them] based on my experience as [his/her/their] [relationship, e.g., supervisor, professor, colleague] at [Company/Institution Name].

During the time that I have known [Candidate's Name], [he/she/they] has consistently demonstrated outstanding **skills in [specific skill areas]**. For example, [he/she/they] [describe a notable achievement or project], which highlights [his/her/their] abilities in [mention specific competencies or qualities].

[Candidate's Name] also exhibits admirable personal qualities, including integrity, responsibility, and strong interpersonal skills. [He/She/They] is a dedicated and proactive individual who approaches every challenge with enthusiasm and determination.

Based on my professional experience with [Candidate's Name], I am confident in recommending [him/her/them] for [the position/admission/opportunity]. I believe [he/she/they] will make a valuable contribution to your organization and excel in [his/her/their] role.

If you require any further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Position/Title]