

Formal Letter Template: Recommendation and Reference Verification

Sender's Name

Sender's Position/Title

Organization/Company Name

Address Line 1

Address Line 2

City, State, ZIP Code

Email Address

Phone Number

Date: [Month Day, Year]

Recipient's Name

Recipient's Position/Title

Organization/Company Name

Address Line 1

Address Line 2

City, State, ZIP Code

Subject: Recommendation Letter and Reference Verification for [Candidate's Name]

Dear [Recipient's Name/To Whom It May Concern],

I am writing to formally recommend **[Candidate's Name]** for the position of **[Position/Role]** at your esteemed organization. As [your relationship to the candidate, e.g., direct supervisor, professor, etc.] at **[Your Organization/Institution Name]**, I have had the pleasure of working with **[him/her/them]** for **[duration]**. Throughout this time, **[Candidate's Name]** has consistently demonstrated exceptional qualities in terms of professionalism, skill, and character.

During **[his/her/their]** tenure with us, **[Candidate's Name]** displayed strong abilities in **[list relevant skills or attributes]**, and contributed significantly to **[mention specific projects, contributions, or achievements]**. **[He/She/They]** is highly regarded by colleagues and has shown admirable leadership, integrity, and dedication to excellence.

Furthermore, I would like to confirm that the references provided by **[Candidate's Name]** are valid and correspond to individuals who have directly supervised or collaborated with **[him/her/them]**. I have personally verified their credibility and can vouch for their authenticity.

I highly recommend **[Candidate's Name]** for the aforementioned opportunity and am confident that **[he/she/they]** will prove to be a valuable asset to your organization. Should you require any further information or wish to discuss **[Candidate's Name]** in detail, please do not hesitate to contact me.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Position/Title]

[Organization/Company Name]