

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]