[Your Name]

[Phone] | [Email] | [Street Address, City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company]

[Address]

[City, ST ZIP Code]

Dear [Recipient]:

I am writing this reference at the request of [Name], who is applying for a position at [Company Name]. [Name] has worked with me [number of years] at [Company Name] in [roles].

[Name] has a number of strengths I’d like to share. He has exceptional technical skills. For example, [add a specific example]. [Name] is also a very fast learner. [Add additional strengths.]

In conclusion, I would highly recommend [Name]. If his performance in my [work group] is any indication of how he’d perform in the available position, [Name] will be an extremely positive addition to your organization. If you need any additional information, feel free to contact me at [telephone] or by email at [email address] anytime.

Sincerely,

[Your Name]

[Title]