Reference Letter Template

(Today’s Date)

Dear Mr/Ms (Name of Recipient):

(Short introduction paragraph - Include a brief statement about yourself and the letter's aim.)

(Provide information about your relationship with the person being recommended, as well as information about the individual, such as positions, employment dates, and duties.)

(Include a statement indicating whether the person is qualified or recommended by you.)

(Provide examples that support your recommendation.)

(Close the letter by summarizing your recommendation and indicating whether you are willing to interact with the recipient further.)

Sincerely,

(Your Name)

(Your title)

(Company name)