

[Your Name]

[Your Street Address]

[Your City, State/Province Postal Code, Country]

[Your Phone Number]

[Your Email Address]

[Today's Date]

[Recipient Company/Organization Name]

[Company Street Address]

[Company City, State/Province Postal Code, Country]

Dear [Mr./Ms.] [Recipient Last Name] OR [Recipient Title (e.g. Hiring Manager)],

[First paragraph: A short 2-3 line introduction. Express whether you are recommending the applicant for the job/program. Briefly introduce yourself and your relation to the applicant.]

[Second paragraph: The body of your reference letter. Provide greater detail about your relationship with the applicant as well as information about the position they held during your relationship with them. Include details about the position they held, their employment/volunteer term with dates, volunteer hours completed (if applicable) and their responsibilities.]

[Third Paragraph: Once again re-affirm whether you are recommending the applicant. If so, state your trust that they will succeed in the role or program which they are applying for.]

[Fourth Paragraph: The conclusion and sign-off to your letter. Provide information about how the recipient can contact you should they require any additional information.]

Sincerely,

[Image of Signature]

[Your Name]

[Your Job Title]