

[Your Name]
[Street Address]
[City, St Zip]
[Optional – Email Address]

[Today's Date]

[Name of Recipient]
[Title]
[Company]
[Address]
[City, St Zip]

Dear [Name of Recipient]:

[Short introduction paragraph – include a brief statement about who you are and the purpose of the letter]

[Provide details and facts about your relationship to the person being recommended as well as facts about the individual including positions, employment dates and responsibilities.]

[Provide a statement about whether or not the individual is qualified or recommended by you.]

[Provide examples that support your recommendation.]

[Close the letter by summarizing your recommendation and stating whether you would be willing to further communicate with the recipient.]

Sincerely (or Respectfully Yours)

(Sign here for letters sent by mail or fax)

[Typed Name]
[Title – if applicable]