

[Reference Name]
[Street Address]
[City, Postal Code]
[Optional – Email Address]

[Date]

To Whom It May Concern

[Short introduction – include a brief statement about who you are and your relation to the nominee.]

[Body – Provide details and facts about your relationship to the person being recommended as well as information about the individual including relevant work, roles, achievements and responsibilities.]

[Provide a statement/details about why the individual is qualified or recommended by you.]

[Provide any examples that support your recommendation and conclude with any summarizing/additional information if needed.]

Sincerely [sign off here],

(Signature/Electronic Signature here)

[Typed Name]
[Title/Designation – if applicable]