Your Name

Street Address, City, Postcode · Email Address

[Today’s Date]

[Name of Recipient]\*

[Title]\*

[Company]\*

[Address]\*

[City, Postcode]\*

\*If applicable

Dear [Name of Recipient], OR [To whom it may concern,]

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

[Provide details about your relationship to the person being recommended and information on their roles, responsibilities, skills, dates of employment…]

[State if the individual is qualified/recommended by you and why. Think of skills and personal characteristics that would be valuable in a future work environment]

[Close the letter by expressing whether you would be willing to further communicate with the recipient]

Sincerely,

[Your name]

[Title]

[Company]