

Dear **{Recipient}**,

I am writing to tell you of the many fine qualities of **{Name}**, whom I have known for **{length of time}** in various capacities, including **{ways in which you know the person being referenced}**.

I have had the change to get to know **{Name}**, and I say without a doubt that you are dealing with a person of very good moral character. {Name} operates with integrity, and never has a bad word to say about anyone. **{He/she}** is also hard working and dedicated, and never leaves a job unfinished.

On a personal level, may I just say that I really like **{Name}**, and I have no doubts about **{his/her}** abilities to succeed in the future.

Thank you,

{Sender}