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**Example content:**

Contact Name  
Address  
City State Post Code

**OBJECT: LETTER OF REFERENCE**

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To Whom it May Concern: **OR** Dear [CONTACT NAME],

We have worked with [NAME] etc.

Let me outline some of the reasons why we recommend [HIM/HER] for employment with your company:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

In short, it has been a distinct pleasure to have

Sincerely,