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(Replace the Roubler logo with your company)

*[Your Name]*

*[Street Address]*

*[City, State, Post Code]*

*[Today’s Date]*

*[Name of Recipient]*

*[Title]*

*[Company]*

*[Address]*

*[City, State, Post Code]*

Dear *[Name of Recipient]*,

*[Paragraph 1]*

* *Short introductory paragraph explaining the purpose of the letter and who you are in relation to the applicant.*

*[Paragraph 2]*

* *Details about the relationship to the person being recommended.*
* *Highlight why he/she would be a suitable for the job.*
* *List applicant’s positive attributes*
* *Reference any past role information that may be relevant.*

*[Paragraph 3]*

* *Provide statement on whether or not the person you’re writing the reference letter is a good fit or not*
* *Examples that support your decision.*

*[Paragraph 4]*

*Closing paragraph which summarises:*

* *Why you would recommend*
* *Whether or not you’re available for further communication*

Sincerely,  
  
*[Signature]*

*[Written name]*

*[Contact information]*