Dear sir/madam **[use their name if you have it]**

I can confirm that I have known **[name of person you’re refereeing for]** for **[how long]**.

**[Explain how you know them]** **E.g.**I have worked with **[XXXX]**in the past and found them to be a very hard-working colleague. (s)he is highly organised, has great communication skills and I have always been very impressed with the way that (s)he has approached work.

I highly recommend **[name]** for any job in your company and I’m sure that (s)he will do a great job. (s)he would be a great asset for any business.

If you have any specific questions, please feel free to contact me for more details.

Yours faithfully **[sincerely if you addressed them by name]**

**[Your name]**