TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Court Reference Letter

Dear **[Name]**

My name is **[Your Name]** and proud to offer my recommendation of **[Name of Individual Being Recommended]**to whom I have personally known for **[Year]** years as my **[Enter Your Relationship such as: “employee”, “friend”, “colleague”, etc.]**.

During my relationship with **[Name of Individual Being Recommended]** I have experienced an individual who shows up earlier than asked, works hard, and carries themselves in a polite, respectable manner. In addition, **[Name of Individual Being Recommended]** is a family-person who has always presented themselves with levelheadedness and grace.

Please do not hesitate to contact me if you should require any further information.

Best,

**[Signature]**

**[Printed Name]****[Position]**