[Name]

[Date]

[Title]

Dear [Potential Employer Name or School Dean],

I’m pleased to write a reference letter for [name] for [position]. I am [brief explanation about yourself and relationship with the nursing candidate]. I’m confident that [name] would excel as a [position].

[Name] has consistently shown exceptional skills in [skills and qualifications the candidate possesses].

I knew [name] would do well as a nurse when [example of a time when the nurse stood out].

I strongly recommend [name] for [position] because [conclusion explaining why they should hire the candidate].

[Closing]
[Signature]
[Role]