**LETTER TEMPLATE**

**COURT REFERENCE LETTER**

To Whom This May Concern,

My name is **[Your Name]** and proud to offer my recommendation of **[Name of Individual Being Recommended]** to whom I have personally known for \_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_