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| COURT REFERENCE LETTER |
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| To Whom This May Concern,  |
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| 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.]. |
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| 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. |
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| Please do not hesitate to contact me if you should require any further information. |
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| Best, |
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| Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
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| Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_ |
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| Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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