

Reference Letter Template



- **Salutation**

If you are writing a personal letter of reference, include a salutation (Dear Dr. Smith, Dear Mr. Jones, etc.). If you are writing a general letter, say "To Whom it May Concern" or simply don't include a salutation.

- **Paragraph 1**

The first paragraph of the reference letter template explains your connection to the person you are recommending, including how you know them, and why you are qualified to write a reference letter to recommend employment or graduate school.

- **Paragraph 2**

The second paragraph of the reference letter template contains specific information on the person you are writing about, including why they are qualified, what they can contribute, and why you are providing a reference letter. If necessary, use more than one paragraph to provide details.