

## Reference Letter for a Co-Worker

**[Your Name]**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [Recipient's Name],

I am writing this letter about Miss ABC who has worked with me as a director in a company. She was given the tasks to proofread the contents before they could be published. She performed her duties well. She is a very talented girl and I believe that she can make a big difference wherever she will work since she has a passion to work. I hope that you will consider my reference letter.

Sincerely,

**[You're Name]**

[Senders Title] -Optional-