

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Reference for [Contractor Name]

To Whom It May Concern,

I am writing to provide a professional reference for [Contractor Name], who worked with [Your Company Name] as an independent contractor from [Start Date] to [End Date].

During this period, [Contractor Name] provided services in the capacity of [Title/Role, e.g., Graphic Designer/Software Developer]. Their primary responsibilities included [briefly list 1-2 key projects or tasks].

I found [Contractor Name] to be a highly skilled and reliable professional. They consistently delivered high-quality work within the agreed-upon deadlines and demonstrated a strong understanding of our project requirements. Their ability to work independently while maintaining clear communication was an asset to our team.

Key strengths observed during our collaboration include:

- [Strength 1, e.g., Exceptional technical proficiency]
- [Strength 2, e.g., Strong problem-solving skills]
- [Strength 3, e.g., Professionalism and punctuality]

I would recommend [Contractor Name] for future contract opportunities and would be happy to work with them again should the need arise.

If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]