

Date

To Whom It May Concern,

I am honored and delighted to write this personal reference letter for [YOUR NAME].

[YOUR NAME] and my daughter are close friends and attend the same school and church.

I have known [YOUR NAME] personally for three years during which I have learned of his work ethic and enthusiasm. For example, when our church was trying to raise money for a mission trip, [YOUR NAME] not only volunteered to lead the fundraising programs, but he attended each one including four-hour car washing and bake sale events that took place on the weekends.

And last summer, when I hired [YOUR NAME] to paint my garage, I noticed that the paint in certain areas did not adhere properly to the wood siding due to my failure to properly sand and remove the old paint. I brought this to [YOUR NAME]'s attention and explained I would pay him for the extra work. He adamantly refused additional payment, stating he was responsible for getting it right and would not accept additional payment to make it right, even though I was the reason he had to do extra work.

I strongly recommend [YOUR NAME] for the position of [Insert position here] due to his enthusiasm, work ethic, and the pride he takes in his work.

Sincerely,

Personal Reference

Address

Phone number

Email Address