Name:

 Title:

 Date:

To

The Executive Committee,

Chennai Counselor’s Foundation

Chennai – 600020

**Sub: Reference Letter**

Dear Committee Member,

I know Ms. XYZ since ABC. She has completed her course ----- (details) successfully. / She is a committed person, willing to learn. She will be an asset to your organisation. I wish her the very best.

Warm regards,

Signature

Name

Contact Number

Address

City