

## Referral Letter for [Friend's Name]

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

[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to enthusiastically refer my friend, [Friend's Name], for the [Position Title] position at [Company's Name]. Having known [Friend's Name] for [number] years, I have witnessed first-hand [his/her/their] exceptional work ethic and passion for [specific field or industry].

[Friend's Name] has a proven track record of [mention relevant skills or experiences], which would be a great asset to your team. [He/She/They] consistently demonstrates [mention character traits or work habits], making [him/her/them] not only a capable professional but also a great team member.

I am confident that [Friend's Name] would bring the same level of dedication and determination to [Company's Name]. I strongly recommend [him/her/them] for this position.

Thank you for considering this referral. Please feel free to contact me if you need any further information.

Sincerely,  
[Your Name]