

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to wholeheartedly recommend my friend, [Friend's Name], for the [Job Title] position at [Company Name]. Having known [Friend's Name] for [number] years, I can confidently say that he/she possesses the skills, dedication, and work ethic ideal for your team.

[Friend's Name] has a strong background in [relevant field or experience], demonstrating his/her capabilities through [specific examples or achievements]. I have witnessed firsthand his/her ability to [describe relevant skills or attributes], making a positive impact wherever he/she goes.

Furthermore, [he/she] is an excellent team player and has a knack for fostering collaborative relationships with colleagues. His/her positive attitude and resilience under pressure make [Friend's Name] a pleasure to work with.

I truly believe that [Friend's Name] would be a valuable asset to your team at [Company Name]. Please feel free to reach out to me at [your phone number] or [your email] should you require further information.

Thank you for considering this recommendation. I am confident that [Friend's Name] will excel in his/her role.

Sincerely,

[Your Name]