

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to highly recommend my friend, [Friend's Name], for the [Job Title] position at [Company's Name]. I have known [Friend's Name] for [length of time] and can confidently say that they possess the skills, dedication, and work ethic that would make them a valuable asset to your team.

[Friend's Name] has demonstrated exceptional [mention specific skills or traits] during our time together at [context where you know them, e.g., previous job, school, etc.]. Their ability to [specific example or project] showcases their [strengths related to the job].

In addition to their professional abilities, [Friend's Name] is a genuinely kind and supportive individual who works well with others, making them a great fit for your company's culture.

I am confident that [Friend's Name] will exceed your expectations in this role. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you would like to discuss their qualifications further.

Thank you for considering this recommendation.

Sincerely,

[Your Name]