

Date: [Insert Date]

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

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

Dear [Employer's Name],

I am writing to recommend my friend, [Friend's Name], for the position of [Job Title] at [Company's Name]. It is with great enthusiasm that I endorse [his/her/their] application.

Having known [Friend's Name] for [duration], I have witnessed [his/her/their] unwavering dedication, exceptional skills, and commitment to excellence firsthand. [He/She/They] has always demonstrated professionalism and strong problem-solving abilities in various situations.

[Friend's Name] possesses outstanding [mention specific skills or qualities, e.g., communication skills, teamwork, leadership abilities], which I believe will greatly benefit your team. [Provide an example of a specific achievement or project that highlights these skills.]

I am confident that [Friend's Name] will be an invaluable asset to your team at [Company's Name]. [He/She/They] brings not only skills and expertise but also a positive attitude and a willingness to learn and grow.

Thank you for considering [his/her/their] application. If you have any further questions or require additional insights, please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]