

Date: [Insert Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend my friend, [Friend's Name], for the [Job Title] position at [Company Name]. I have known [Friend's Name] for [Number of Years] years, and during this time, I have been constantly impressed by their work ethic, dedication, and professionalism.

[Friend's Name] possesses a wealth of skills, including [mention specific skills or experiences], and has consistently demonstrated the ability to [describe specific achievements or qualities]. Their positive attitude and willingness to help others make them an invaluable asset to any team.

I am confident that [Friend's Name] would excel in the role and contribute positively to your organization. If you would like to discuss [Friend's Name]'s qualifications further, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]