

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 hope this letter finds you well. I am writing to advocate for my friend, [Friend's Name], who is applying for the [Position Title] at [Company Name]. I believe that [Friend's Name] would be an excellent fit for your team due to their extensive experience and dedication to [specific skills or qualities relevant to the job].

[Friend's Name] has a remarkable track record in [specific achievements or experiences], which I believe aligns perfectly with the goals of your organization. Their ability to [mention specific skills] will undoubtedly contribute positively to your team.

I encourage you to consider [Friend's Name] for the position. I am confident that they will exceed your expectations and bring great value to [Company Name].

Thank you for considering my recommendation. Please feel free to contact me if you need any additional information or insights regarding [Friend's Name].

Sincerely,
Your Name