

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend my friend, [Friend's Name], for the position of [Job Title] at [Company's Name]. Having known [Friend's Name] for [number of years] years, I can confidently attest to their skills and work ethic.

[Friend's Name] has demonstrated exceptional [specific skills or qualities relevant to the job] during our time working together at [place or situation]. Their ability to [specific examples] distinguishes them as a candidate who would make a positive impact at your organization.

Moreover, [Friend's Name] possesses outstanding interpersonal skills, allowing them to collaborate effectively with team members and clients alike. Their dedication and positive attitude are truly inspiring.

I have no doubt that [Friend's Name] will be a valuable asset to your team. If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering my recommendation.

Sincerely,

[Your Name]