

[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 am writing to recommend my friend, [Friend's Name], for the [Job Title] position at [Company Name]. I have known [Friend's Name] for [number of years] and have always been impressed by their [mention specific skills or qualities relevant to the job].

[Friend's Name] has [describe relevant experience or accomplishments], demonstrating their ability to [mention relevant skills or contributions]. I believe they would be a valuable addition to your team.

Thank you for considering [Friend's Name] for this opportunity. Please feel free to reach out to me at [Your Phone Number] or [Your Email] if you need any more information.

Sincerely,

[Your Name]