

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my support for my friend, [Friend's Name], who is applying for the [Job Title] position at [Company's Name]. Having known [Friend's Name] for [number of years], I can confidently vouch for their skills, work ethic, and dedication.

During our time working together at [Previous Company or Context], I was consistently impressed by [Friend's Name]'s ability to [mention specific skills or accomplishments]. Their enthusiasm and commitment to excellence set them apart and would be a tremendous asset to your team.

I believe [Friend's Name] would excel in the [Job Title] role and contribute positively to the company's success. I wholeheartedly recommend them for the position.

Thank you for considering this application. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]