

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to express my strong support for [Friend's Name] in regard to their elevation within [Company's Name]. Having known [Friend's Name] for [number] years, I have witnessed firsthand their dedication, professionalism, and exceptional skills in [specific skills/areas].

[Friend's Name] has continually demonstrated impressive leadership qualities while successfully completing [mention specific projects or initiatives]. Their ability to collaborate with team members and drive results has made a significant impact on our workplace culture and productivity.

I genuinely believe that [Friend's Name] is incredibly deserving of this opportunity. Their promotion would not only recognize their hard work and dedication but would also serve as an inspiration for others within the team.

Thank you for considering my recommendation. I wholeheartedly support [Friend's Name] for this elevation and am confident they will excel in their new role.

Best regards,
[Your Name]