

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to highly recommend my friend, [Friend's Name], for a promotion to [Desired Position] within your organization. Having worked closely with [him/her/them] for [duration], I have witnessed firsthand [his/her/their] unwavering dedication and impressive skill set.

[Friend's Name] has consistently demonstrated [specific skills/qualities relevant to the new position]. For example, [give a specific instance that showcases qualifications or accomplishments]. This not only reflects [his/her/their] capability but also [his/her/their] readiness to take on new challenges and responsibilities.

In addition to [his/her/their] professional qualifications, [Friend's Name] possesses outstanding interpersonal skills and is respected by peers and management alike. [He/She/They] has the unique ability to foster a collaborative environment that encourages innovation and productivity.

I wholeheartedly believe that moving [Friend's Name] to [Desired Position] would greatly benefit the team and contribute to the company's success. [His/Her/Their] passion and commitment to excellence make [him/her/them] an ideal candidate for this role.

Thank you for considering this recommendation. I am confident that [Friend's Name] will exceed expectations and thrive in [his/her/their] new position. Please feel free to contact me if you require any further information.

Sincerely,
[Your Name]