

Letter of Advocacy for [Friend's Name]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my strong support for my friend, [Friend's Name], who is seeking [specific position or opportunity] within [Company/Organization]. Having known [Friend's Name] for [number] years, I can confidently attest to their exceptional skills and dedication.

[Friend's Name] has consistently demonstrated [mention specific skills or attributes, e.g., leadership, creativity, work ethic] in their previous roles, particularly during [provide a specific example or accomplishment]. I believe these qualities make them an ideal candidate for the [specific position].

I strongly recommend you consider [Friend's Name] for this opportunity, as I am confident they will contribute positively to your team and help drive [Company/Organization] toward its goals.

Thank you for considering my endorsement. I am happy to discuss this further or provide additional information if needed.

Sincerely,

[Your Name]