

Subject: Referral for [Friend's Name] for [Job Title]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to recommend my close friend, [Friend's Name], for the [Job Title] position at [Company Name]. Having known [him/her/them] for [number] years, I can confidently say that [he/she/they] would be a fantastic addition to your team.

[Friend's Name] possesses strong [specific skills or experiences relevant to the job], which I believe align perfectly with the requirements of the role. [He/She/They] has demonstrated [mention any relevant achievements or experiences], making [him/her/them] an excellent candidate.

I am certain that [Friend's Name] would bring [his/her/their] [mention positive qualities - e.g., work ethic, creativity, dedication] to your esteemed company. Please feel free to reach out to me if you need any more information.

Thank you for considering my recommendation.

Sincerely,

[Your Name]

[Your Position/Relationship to Friend]

[Your Contact Information]