

Personal Recommendation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to highly recommend my friend, [Friend's Name], for the [Job Title] position at [Company's Name]. I have known [Friend's Name] for [number of years] years, and during this time, I have witnessed their remarkable skills and dedication in [specific skills or areas].

[Friend's Name] has consistently demonstrated excellent [specific qualities or skills relevant to the job], making them an outstanding candidate for this position. Their ability to [provide a specific example of a relevant trait or achievement] clearly showcases their commitment and capability.

I have no doubt that [Friend's Name] will bring the same level of enthusiasm, hard work, and professionalism to [Company's Name] as they have in our previous collaborations. I wholeheartedly support their application and am confident that they will be a valuable asset to your team.

Thank you for considering this recommendation. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any further information.

Sincerely,

[Your Name]