

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to recommend my friend, [Friend's Name], for the [Job Title] position at [Company's Name]. I have known [Friend's Name] for [number] years, and during that time, I have seen their [specific skills or qualities] firsthand.

[Friend's Name] is extremely [adjective] and has demonstrated [specific example]. Their ability to [skill or competency] is particularly impressive, which I believe will greatly benefit your team.

In addition to their professional capabilities, [Friend's Name] is also an excellent team player and a pleasure to work with. I am confident that they will contribute positively to [Company's Name] and become an asset to your organization.

I wholeheartedly recommend [Friend's Name] for the [Job Title] position. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any more information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]