

[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 am writing to express my enthusiastic support for my friend, [Friend's Name], who is applying for the [specific position/opportunity] at [Company/Organization Name]. Having known [Friend's Name] for [duration of your relationship], I can confidently say that [he/she/they] possesses the skills and dedication that make [him/her/them] an ideal candidate for this role.

[Friend's Name] has demonstrated exceptional [mention relevant skills or experiences], which I believe are essential for success in [specific position/opportunity]. [He/She/They] consistently goes above and beyond to deliver quality results and is a natural leader among peers.

I believe that [Friend's Name]'s [mention any personal traits or experiences relevant to the opportunity] will greatly benefit your team and contribute to the success of [Company/Organization Name]. I wholeheartedly endorse [his/her/their] application and am confident that [he/she/they] will thrive in this role.

Please feel free to contact me at [your phone number] or [your email address] if you would like to discuss [Friend's Name]'s qualifications further.

Thank you for considering this application.

Sincerely,

[Your Name]