
Reference Letter For a Friend

[Your Name]

[Your Position, if relevant]

[Company or Organization, if relevant]

[Address, if relevant]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend my friend, [Friend's Name], whom I have known for [number] years. We first met [context of your relationship, e.g., at college, through a community project, etc.]. Since then, I have been continuously impressed by [his/her/their] professionalism, integrity, and dedication.

Throughout the years, [Friend's Name] has demonstrated exceptional skills in [mention relevant skills or qualities, e.g., communication, leadership, problem-solving, etc.]. For example, [describe a relevant incident or project that illustrates these skills]. This experience showcased not only [his/her/their] technical abilities but also [his/her/their] commitment to delivering quality results.

[He/She/They] is also incredibly adept at [mention another skill or trait, e.g., building relationships, motivating others, etc.], making [him/her/them] a true asset in a team setting. Beyond [his/her/their] professional capabilities, [Friend's Name] is a compassionate and supportive individual, always ready to lend a hand or an ear to colleagues and friends.

I am confident that [Friend's Name] will bring the same level of enthusiasm and expertise to the position of [specific job or opportunity] at [Recipient's Company/Organization]. [He/She/They] is not only highly capable but also a person of great character and dedication.

Please feel free to contact me at [your phone number] or [your email address] if you need any more information or further insights into [Friend's Name]'s qualifications and character.

Thank you for considering this recommendation.

Sincerely,

[Your Signature, if sending a hard copy]

[Your Name]