**Letter of Recommendation for a Friend Template**

**[Your Name]**
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

**[Employer’s Name]**
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Employer’s Name],

I am writing to recommend my friend, **[Friend’s Full Name]**, for the position of **[Job Title]** at **[Company Name]**. I have known [Friend’s First Name] for [number of years] in both personal and professional settings, and I can confidently attest to their strong character, reliability, and exceptional work ethic.

Throughout the time I have known [Friend’s First Name], they have consistently demonstrated qualities that make them an outstanding candidate for your team. They are [insert 2–3 key traits such as “highly organized,” “dependable,” “adaptable,” “a natural problem-solver”]. For example, [provide a brief real-life example showcasing responsibility, teamwork, or leadership].

What stands out most about [Friend’s First Name] is their ability to [highlight a core skill relevant to the job, such as “communicate effectively,” “manage responsibilities under pressure,” or “collaborate with others to achieve goals”]. Their dedication, combined with their positive attitude, makes them someone I trust and respect both personally and professionally.

I am confident that [Friend’s First Name] will be a valuable asset to your organization. They bring not only the skills needed for the role but also the integrity and motivation that employers look for in a long-term team member.

Please feel free to contact me at [your phone number] or [your email address] if you require additional information or would like to discuss [Friend’s First Name] further.

Sincerely,
[Your Signature (if sending a printed copy)]
[Your Full Name]

**Letter of Recommendation for a Friend (Example)**

**Jordan Mitchell**
742 Evergreen Lane
Seattle, WA 98109
j.mitchell@email.com
(555) 284-9321
March 12, 2050

**Dr. Evelyn Carter**
Human Resources Director
Orion Tech Solutions
5000 Innovation Drive
San Francisco, CA 94107

Dear Dr. Carter,

I am writing to recommend my friend, **Alexandra Reyes**, for the position of **Project Coordinator** at **Orion Tech Solutions**. I have known Alexandra for over **12 years**, both personally and professionally, and I can confidently attest to her strong character, reliability, and exceptional work ethic.

Throughout the time I have known Alexandra, she has consistently demonstrated qualities that make her an outstanding candidate for your team. She is highly organized, dependable, and adaptable in fast-paced environments. For example, when she volunteered to help organize a city-wide sustainability conference in 2048, she successfully coordinated over 30 speakers, managed logistics for more than 1,000 attendees, and ensured the event ran smoothly under a tight deadline.

What stands out most about Alexandra is her ability to communicate effectively and build strong relationships with others. She has a talent for bringing people together to achieve common goals, even when challenges arise. Her dedication, combined with her positive attitude, makes her someone I deeply respect and trust both personally and professionally.

I am confident that Alexandra will be a valuable asset to your organization. She brings not only the skills needed for the role but also the integrity, creativity, and motivation that employers look for in a long-term team member.

Please feel free to contact me at (555) 284-9321 or j.mitchell@email.com if you require additional information or would like to discuss Alexandra further.

Sincerely,
Jordan Mitchell

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