

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend my friend [Friend's Name] for [specific opportunity, job, etc.]. I have known [him/her/them] for [duration] and during this time, I have been continually impressed by [his/her/their] [skills, qualities, or experiences].

[Paragraph detailing specific experiences or examples that showcase your friend's abilities and character.]

In addition to [his/her/their] [specific skills], [Friend's Name] is also [positive personality traits, like hardworking, reliable, etc.]. [Another paragraph with examples or anecdotes that support your claims.]

I am confident that [Friend's Name] will be a valuable asset to your [team/company]. [He/She/They] is eager to contribute [his/her/their] skills and knowledge, and I wholeheartedly support [his/her/their] application.

Please feel free to contact me at [your phone number] or [your email address] if you need any more information.

Sincerely,

[Your Name]