

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

[Friend's Name]
[Friend's Address]
[City, State, Zip Code]

Dear [Friend's Name],

I hope this letter finds you well! I'm reaching out to ask for a small favor. I am currently applying for [specific role or opportunity], and I believe that your endorsement would greatly enhance my application.

If you feel comfortable, I would greatly appreciate it if you could provide a brief note highlighting [specific qualities or experiences] that you think would be relevant. Your support really means a lot to me. Thank you so much for considering my request! I really appreciate your help and guidance.

Best regards,

[Your Name]