

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

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well! I'm writing to ask for a favor. My friend [Friend's Name] is looking for a job opportunity in [specific field or position], and I immediately thought of you and your team at [Company Name].

[Friend's Name] has [briefly mention qualifications, skills, or experiences relevant to the job]. I truly believe they would be a great fit for your company. If you could keep an eye out for any openings or perhaps even connect with them directly, I would be incredibly grateful. Thanks so much for considering this! Let me know if you need any more information or if there's anything else I can do.

Take care,  
[Your Name]