

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend my friend, [Friend's Name], for [specific opportunity, position, or program]. I have known [Friend's Name] for [length of time] and during this time, I have been consistently impressed with their [qualities, skills, or characteristics].

[Describe specific experiences or qualities that make your friend a good fit for the opportunity. Include examples and personal anecdotes that highlight their strengths.]

[Friend's Name] has a remarkable ability to [mention relevant skills or attributes] which I believe would greatly contribute to [specific program, position, or organization]. Their [mention any notable achievements or experiences] further illustrate their dedication and capability.

I wholeheartedly recommend [Friend's Name] for [the opportunity]. I am confident that they will excel and make a positive impact. Should you require any further information, please feel free to contact me.

Warm regards,

[Your Name]
[Your Job Title/Position, if applicable]
[Your Relationship to the Friend]