**Sample personal recommendation letter for friend (Text Version)**

Dear Mr. Adams,  
   
I’m writing to recommend my friend Angela Dwight for the position of teacher’s assistant at Plymouth Elementary School. I’ve known Angela since 2013 when we met as members of a neighborhood book club. I’ve always admired her warmth, intelligence, and commitment to being a good person. She would be an excellent assistant teacher and an asset to your school.  
   
Angela and I became close friends over the last six years. I admire her commitment to volunteering every week at a local animal shelter. She has invited to come along on four different occasions and I was impressed with her compassion and hard work in helping these needy animals. I enjoyed participating with her because she inspires me to want to make a difference.  
   
One of Angela’s best qualities is that she always wants to help. When I mentioned to her that my doctor suggested I should lose weight, she offered to go on walks with me around the neighborhood. This was very helpful in motivating me to exercise. She also frequently emails me healthy recipes with ingredients she knows I like. Angela is an incredibly generous person who always wants to make a difference for others.  
   
Angela is passionate about teaching and she loves children. She would be an excellent assistant teacher because she is caring, hard-working, and a naturally warm person.  
   
I hope this letter will help you get to know my friend better and that you will give strong consideration to her candidacy. Please contact me with any questions and I would be more than happy to help.  
   
Sincerely,  
Joan Morton