Dear Hiring Manager,

I have known Manish Patel for more than seven years. He and I met while volunteering as mentors for the local chapter of the Boys and Girls Club and he also offered his consulting services to my small business, helping me improve my website and increase web traffic.

Manish is one of the most dedicated, hardworking and innovative people I’ve had the pleasure of working with in any capacity. He is also compassionate, kind and never misses the opportunity to help others. Once, while we volunteered together at the Boys and Girls Club, the events coordinator became very sick. Manish stepped in to finalize plans and ensure the children’s holiday party wasn’t canceled—even working late into the evening and sacrificing an entire weekend.

Manish is the type of person you can count on to keep a cool head in a stressful situation, and his positive attitude is contagious.

For these reasons, I recommend Manish for the marketing manager position and believe he would be a valuable asset to any organization fortunate enough to have him on their team.

If you have any questions, please feel free to contact me.

Sincerely,

Emily Costa512-555-1234emilycosta@email.com