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

[Date]

Name of Human Resource Manager  
Name of Company  
Address of Company  
City, State, Zip Code

Dear [Name of Human Resource Manager],

[Name of applicant] and I started working as [name of position] at [name of former company] [number] years ago and have been close friends since then. Sharing the burden of work at [name of former company] was a little less stressful having [name of applicant] as my partner. [He or She] is a very caring, trustworthy, and reliable colleague who values friendship and has very good work ethics.

[Name of applicant] has helped me get through our rigorous training at [name of former company] and has always been there to provide me support. [He or She] has always displayed great organizational skills and has consistently produced good results. She proposed the [name of project] project which helped [name of former company] save money by making most of the recommended processes more efficient. I have seen [name of applicant]’s firm resolve in taking decisions and seeing a project down through to completion.

Being strong minded along with multiple skills make [name of applicant] a perfect fit for your [name of company]. [He or She] would make an excellent addition to your professional and able team of employees. I highly recommend [him or her]. Please contact me at [phone number] for any additional questions and verifications you may have regarding [name of applicant].

Sincerely yours,

[Your Name and Signature]