Date

To Whom It May Concern

I have known Ben Brown for over 5 years. He has been a close friend of my son's and I have spent many hours enjoying Ben's company.

I know Ben to be a young man of strong moral character who treats others with courtesy and respect. His ability to communicate easily and effectively and establish a definite rapport with people has resulted in a large group of loyal friends.

Ben is always willing to help other students with their work and has organized study groups to work on difficult assignments. Ben plays for our local football team where his dedication and enthusiasm are well recognized. He operates as the informal leader of the team, organizing extra practice sessions and motivating players to give of their best.

On occasion Ben has looked after our pets while we were on vacation. He proved reliable and dependable in this task and enthusiastically took our dog for walks even though this was not asked of him. Ben earns extra income cutting the grass for a couple of his neighbors and is well known for his energy and cheerfulness. He is a hard worker and his motivation and discipline contribute to Ben's success.

I am confident Ben will be a valuable asset to any organization and I recommend him without reservation. If you require any further information please don't hesitate to contact me.

Sincerely

Joe Jones

Contact number

Email address