**SAMPLE REFERENCE LETTER**

**To Whom It May Concern**

I wanted to write to tell you about my friend, **{Name}**, who is one of the best people I have ever met. I am truly lucky to have **{him/her}** in my life, and I can only hope that I am able to make you see **{him/her}** the way I do.

My friend **{Name}** is an amazing person, to say the least. **{He/she}** is giving and kind and openhearted, and anyone who comes into contact with **{him/her}** walks away feeling a little bit better about **{himself/herself}**. **{Name}** just has that effect on people without even trying.

I have known **{Name}** for **{length of time}**, ever since **{how/where you met}**. Since then, every time I reflect on our friendship, I truly thank my lucky stars that **{Name}** happened to come into my life. It sounds corny, but it’s absolutely true that I would not be who I am today if it weren’t for the influence of **{Name}**.

I have no doubt that **{Name}** does not need this letter to show you what an incredible human being **{he/she}** is, but I wanted to write it anyway. I’m sure you’ll get many letters just like this about **{Name}**, which should let you know what kind of fabulous individual you’re dealing with here.

I just cannot say enough about **{Name**}. If you need to call me so I can prove that to you, please feel free to do so at any time.

Sincerely,

**{Sender}**