**LETTER OF RECOMMENDATION**

**[Address]**

**[City, postal code]**

**[Date]**

**[Company’s name]**

**[Company’s address]**

**[City, postal code]**

Dear **[Hiring Manager’s Name]**,

I couldn’t be happier to recommend my close friend, **[Name of Applicant]**

for **[Position]** at **[Target Company]** **.** I have known **[Applicant]** for **[years]** and can confidently say that she is a person of impeccable character.

Ever since we first met, **[Applicant’s]** incredible **[skills relevant to target job]**

have always impressed me. I remember one instance when etc. She utilized her exceptional **[specific skill or ability]** to **[achieve standout positive result].**

It is truly a privilege and an honor to be considered **[Applicant’s]** friend and I wholeheartedly recommend her for this position. I assure you that her commitment to her professional career, as well as her high moral values are without question. I have no doubt she will make a strong addition to your team. Please feel free to contact me if you have any questions.

Sincerely,

**[Your Signature]**

**[Your Name]**