

SAMPLE LETTER OF RECOMMENDATION FROM A FRIEND

Date

To Whom It May Concern:

This letter is my personal recommendation for NAME. I have known NAME since we were in our third year at the University of Wisconsin. We met when we took the same business accounting class and have remained in close touch ever since. NAME is intelligent, polite and willing to help everyone. He always took time to spend with other students when others did not understand a topic in class. I could not have gotten such a good grade in the business accounting class without his help. I have always known NAME to be cheerful and dependable.

He told me what happened and how he has regretted what he did. He realizes how much he put into jeopardy all the hard work and achievements that took him years to obtain. I really hope that you give him the chance to prove to you what a trustworthy person I have known him to be.

Sincerely,

Name of writer

Address (street, city, state, zip code)

Telephone number with area code