**Reference Letter for a Friend**

**horizontal line**

**[Your Name]  
[Your Position]  
[Your Company’s Name]  
[Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]**

**[Recipient’s Name]  
[Recipient’s Position]  
[Company’s Name]  
[Address]  
[City, State, ZIP Code]**

**Subject: Job Reference for [Friend’s Name]**

**Dear [Recipient’s Name],**

**I am writing to recommend [Friend’s Name] for a position at your esteemed organization. I have known [Friend’s Name] for [a number of years] and have had the pleasure of working closely with [him/her/them] in various capacities.**

**Professional Capabilities:**

* **Work Ethic: [Friend’s Name] consistently demonstrates a strong work ethic, dedicating themselves fully to every task.**
* **Skills: [He/She/They] possess a diverse skill set, including [specific skills relevant to the job].**
* **Reliability: [Friend’s Name] can always be relied upon to meet deadlines and deliver high-quality work.**

**Character Traits:**

* **Integrity: [Friend’s Name] is honest and trustworthy, always acting with integrity.**
* **Team Player: [He/She/They] work well with others, contributing positively to team dynamics.**
* **Adaptability: [Friend’s Name] adapts quickly to new situations and challenges, making [him/her/them] a versatile employee.**

**Accomplishments:**

* **[Detail specific achievements or projects the friend has worked on]**
* **[Mention any awards or recognitions received]**

**Conclusion:**

**I am confident that [Friend’s Name] will be an excellent addition to your team. [His/Her/Their] skills, character, and professional experience make [him/her/them] a standout candidate. Please feel free to contact me if you need any additional information.**

**Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]**