

Personal Reference Letter for a Friend

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to wholeheartedly recommend my friend, [Friend's Name], for [purpose, e.g., a job, an academic program]. I have known [Friend's Name] for [number] years, and during this time, we have developed a strong and lasting friendship.

1. Personal Qualities

- [Friend's Name] is an incredibly [positive trait, e.g., reliable, compassionate, dedicated] individual.
- They consistently demonstrate [another positive trait] in various situations, such as _____.

2. Relationship and Experiences

- We have shared many experiences, including _____, where [Friend's Name] showed [specific quality].

- Another memorable moment was when

_____.

3. Professional and Personal Skills

- [Friend's Name] has a remarkable talent for

_____.

- They are also very adept at _____.

4. Final Thoughts

- I am confident that [Friend's Name] will excel in [specific context, e.g., the job, the program].
- Should you need any additional information, please do not hesitate to contact me at [Your Email/Phone Number].

Sincerely,

[Your Name]