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]**