

[NAME OF RECIPIENT]
[POSITION]
[NAME OF COMPANY]
[COMPANY ADDRESS]

[DATE]

Dear [NAME OF RECIPIENT],

I am writing to you regarding [NAME OF FRIEND], who is applying for [POSITION APPLIED FOR]. I have known him/her personally since [YEAR] and have always known him/her to be a responsible and dependable individual. I believe that he/she has the skills and experience that make him/her an excellent candidate for [JOB POSITION] at [NAME OF COMPANY].

For as long as I have known him/her, [NAME OF FRIEND] has shown leadership qualities and has taken a lot of initiative in undertaking various projects. He/she has shown himself/herself to be capable of handling such responsibilities. He/she also excels in other fields that may prove relevant to the job he/she is applying for, including [RELEVANT JOB EXPERIENCES AND ACHIEVEMENTS]. His/her skill and passion makes him/her an excellent addition to any company.

Should you have any more questions or inquiries regarding his/her application, please feel free to contact me via phone or email. My contact details are indicated below.

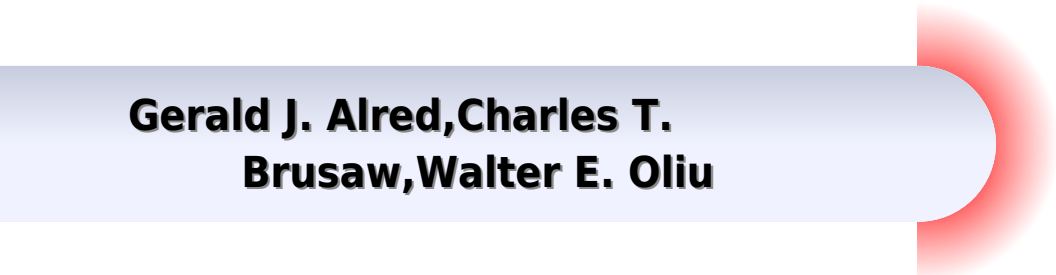
Thank you for your time. Have a great day ahead.

Sincerely,

[NAME OF SENDER]
[CONTACT DETAILS]
[JOB TITLE]
[COMPANY NAME]

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**Gerald J. Alred, Charles T.
Brusaw, Walter E. Oliu**



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