

Character Reference Letter For Friend

[Your Name]

[Address]

[Contact Number]

[Email id]

[Date]

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address]

Dear Mr./Ms. [Recipient's Name],

I am extremely proud to write this recommendation letter regarding my friend [Friend's Name]. I have known [Friend's Name] personally for over [Time Period] months/years. And I strongly believe that she is a very hard-working individual with many skills up her sleeves which might prove best-fit for your organization.

I recall working with [Friend's Name] on [Project's Name] where she showed excellent leadership skills. She takes pride in her work and has a zeal for learning.

His/Her communication skills combined with the ability to deeply connect people are just some of his/her many skills that makes him/her best fit for any organization.

To conclude, if there is any need for clarification, you can contact me by phone or email.

Regards,

[Signature]

[Your Name]

Personal Friend Character Reference Template

Xiang Xie



Personal Friend Character Reference Template:

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