



To,
(Address)
Contact number (optional)
Email address

Date:

To Whom It May Concern:

It has been (time period) years since I have known (friend's name), as both, a close friend and colleague. I was first introduced to (friend's name) when I joined (company name), where he/she was working as a (designation of friend in the company). I am writing this reference letter with regard to his application for (mention the name of the position and the company).

(Friend's name) is one of the most disciplined and punctual person I've ever known. His/her ability to work efficiently under stressful conditions and nerve-racking deadlines speaks volumes about his/her hard work, determination, and composed demeanor. During the project (insert name of the project), he/she worked as the project leader and demonstrated excellent leadership skills and morale.

I would also like to add that, (name of your friend) is a compassionate human being with praiseworthy perseverance and ambition. I believe that he is a deserving candidate for the (company's post) and would prove to be an indispensable asset for your organization. I thereby, strongly recommend (friend's name) for the aforementioned post.

Sincerely,
Signature
Your name
Your designation in the organization
Name of the organization
Address of the organization