**Letter of Recommendation for a Friend and Colleague**

**[Date]**

**To Whom It May Concern,**

It is my pleasure and privilege to recommend **[Friend's Name]**, with whom I have had the pleasure of working closely at **[Company/Organization Name] for [number]** years. As both a friend and colleague, I have witnessed their professional growth and personal dedication firsthand.

**[Paragraph detailing the friend's professional qualities, e.g., leadership abilities, project achievements, etc., with examples.]**

Beyond their professional capabilities, **[Friend's Name]** is a person of exemplary character. Their [mention personal qualities, e.g., empathy, reliability, etc.] has not only made them a beloved member of our team but also a trusted friend.

I am confident that **[Friend's Name]** will excel in any endeavor they choose to pursue. They have my highest recommendation. Please feel free to contact me for any further information.

**Warm regards,**

**[Your Name]  
[Your Position]  
[Your Contact Information]**