

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]