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## Personal Recommendation Letter Sample

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**[Date]**

**Dear [Recipient's Name or "To Whom It May Concern"],**

I am honored to write this letter of recommendation for my friend, [Friend's Name]. Having known them for over [number] years, I have had ample opportunity to observe their personal qualities and virtues.

[Paragraph describing the friend's personal attributes, community involvement, and any relevant personal anecdotes that highlight these attributes.]

[Friend's Name]'s integrity, kindness, and altruism have always stood out to me. They are someone who not only excels in their personal endeavors but also consistently seeks to uplift those around them.

I wholeheartedly recommend [Friend's Name] for [specific purpose or opportunity]. I am confident that their character and demeanor will be a significant asset.

**Sincerely,**

**[Your Name]**

**[Your Relationship to the Recipient]**

**[Your Contact Information]**