### **Reference Letter for a Friend**

Header: [Your Name]  
Contact Info: [Your Address, Email, and Phone Number]  
Date: [Date]

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

**Introduction:**  
Introduce yourself and explain your relationship with your friend, including any relevant context to your endorsement.

**Body:**

* **Character Traits:** Highlight your friend's personal qualities, reliability, and integrity.
* **Examples:** Provide anecdotes or examples where your friend demonstrated responsibility, compassion, or other valuable traits.
* **Suitability:** Explain why you believe your friend is well-suited for the opportunity or role they are pursuing.

**Conclusion:**  
Conclude by affirming your recommendation of your friend for the opportunity in question.

**Closure:**  
Sign off with a statement of availability for further questions.  
"I am happy to discuss further if required."

Signature:  
[Handwritten Signature (if printed)]  
[Your Printed Name]