

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]