

Personal Reference Letter for a Friend

[Your Name]

[Address]

[Letter Date]

[Recipients Name]-optional

[Address]-optional

To Whom It May Concern

Dear [Recipient's Name],

My name is [enter name] and I am working at [enter organization] as [enter title]. I'm writing to you regarding Mr. [friend's name]. He's my very good friend and it's been [enter years] that we know each other. Apart from having a good character he has a competitive nature and always accepts new challenges. He is particularly good at [enter details] and has a successful background as [enter title].

With all these details, I would like you to consider this reference letter for my friend Mr. [friend's name]. I am sure you'll not regret your decision. Thank you!

Sincerely,

[Your Name]

[Senders Title] -Optional-