

Writing a recommendation letter for a friend can significantly impact their opportunities for employment, education, or personal endeavors. Such letters should highlight the individual's skills, qualities, and achievements. Here are six templates for writing a recommendation letter for a friend, tailored for various situations.

## **Recommendation Letter Template 1: For a Job Application**

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Friend's Name] for the position of [Job Title] at [Company/Organization Name]. Having known [Friend's Name] for over [number of years], I can confidently vouch for their outstanding skills and work ethic.

[Friend's Name] has consistently demonstrated exceptional abilities in [mention relevant skills, e.g., communication, leadership]. During our time working together on [mention any joint project or experience], I was impressed by their [mention specific qualities, e.g., creativity, dedication].

[Friend's Name]'s ability to [mention a significant achievement or quality] would make them a valuable asset to

your team. I am confident that they will contribute significantly to your organization's success.

Please feel free to contact me if you need further information or insights.

Sincerely,

[Your Name]

## Example for Template 1

John Doe  
123 Main Street  
Anytown, CA 12345  
john.doe@email.com  
(555) 123-4567

September 20, 2021

Mr. Henry Smith  
Hiring Manager  
ABC Corporation  
456 Industry Road  
Techtown, CA 54321

Dear Mr. Smith,

I am writing to wholeheartedly recommend Laura Bell for the position of Marketing Manager at ABC Corporation. Having known Laura for over five years, I can confidently vouch for her outstanding skills and work ethic.

Laura has consistently demonstrated exceptional abilities in strategic planning and brand management. During our time working together on the annual marketing campaign for XYZ Product, I was impressed by her creativity and dedication.

Laura's ability to significantly increase market engagement

for our campaigns would make her a valuable asset to your team. I am confident that she will contribute significantly to ABC Corporation's success.

Please feel free to contact me if you need further information or insights.

Sincerely,

John Doe

## Recommendation Letter Template 2: For a College Application

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Admissions Office Name]  
[College/University Name]  
[Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am delighted to recommend [Friend's Name] for admission to [College/University Name]. I have known [Friend's Name] for [number of years] and have seen them grow into a highly motivated and dedicated individual with a passion for [mention field of study or interest].

Throughout the years, [Friend's Name] has exhibited exceptional qualities such as [mention specific qualities, e.g., intelligence, determination, creativity]. For instance, in [mention a specific achievement or project], they displayed

[highlight a particular skill or achievement].

[Friend's Name] not only excels academically but also contributes significantly to their community through [mention any community involvement or extracurricular activities]. Their dedication and drive make them an excellent candidate for your esteemed institution.

I am confident that [Friend's Name] will thrive at [College/University Name] and make a meaningful contribution to the campus community. Should you require any additional information, please do not hesitate to contact me.

Warm regards,

[Your Name]

## Example for Template 2

Jane Smith  
456 Park Avenue  
University Town, NY 12345  
jane.smith@email.com  
(555) 987-6543

August 15, 2021

Office of Admissions  
Prestige University  
789 College Blvd  
University City, NY 54321

Dear Admissions Committee,

I am delighted to recommend Emily Johnson for admission to Prestige University. I have known Emily for seven years and have seen her grow into a highly motivated and dedicated individual with a passion for environmental science.

Throughout the years, Emily has exhibited exceptional qualities such as intelligence, determination, and a deep concern for environmental issues. For instance, in her volunteer work with the Green Earth Initiative, she displayed remarkable leadership in organizing community clean-up events.

Emily not only excels academically but also contributes significantly to her community through her involvement in local environmental clubs and initiatives. Her dedication and drive make her an excellent candidate for your esteemed institution.

I am confident that Emily will thrive at Prestige University and make a meaningful contribution to the campus community. Should you require any additional information, please do not hesitate to contact me.

Warm regards,

Jane Smith

## **Recommendation Letter Template 3: For a Volunteer Position**

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name or Organization's Name]  
[Address]  
[City, State, Zip Code]

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

I am writing to recommend [Friend's Name] for the volunteer

position at [Organization's Name]. As a close friend and collaborator of [Friend's Name] for [number of years], I have witnessed their genuine dedication to [mention the cause or type of volunteer work].

[Friend's Name] has always shown a deep commitment to helping others and making a positive impact. For example, when we volunteered together at [mention a shared volunteering experience], [he/she/they] went above and beyond by [describe what they did].

Their compassion, reliability, and willingness to contribute make [Friend's Name] an ideal candidate for a volunteer role at your organization. I am confident that [he/she/they] will be a valuable addition to your team and will provide meaningful contributions to your efforts.

Please feel free to contact me for any further information.

Sincerely,

[Your Name]

## Example for Template 3

Michael Anderson  
789 Community Road  
Helping Hand, IL 67890  
m.anderson@email.com  
(555) 321-0987

October 10, 2021

Heart and Soul Soup Kitchen  
123 Charity Lane  
Helping Hand, IL 67890

Dear To Whom It May Concern,

I am writing to recommend Lisa Green for the volunteer position at Heart and Soul Soup Kitchen. As a close friend and collaborator of Lisa for over three years, I have witnessed her genuine dedication to supporting community welfare.

Lisa has always shown a deep commitment to helping others and making a positive impact. For example, when we volunteered together at the local food bank, she went above and beyond by organizing additional food drives that significantly increased contributions.

Her compassion, reliability, and willingness to contribute make Lisa an ideal candidate for a volunteer role at your organization. I am confident that she will be a valuable addition to your team and will provide meaningful contributions to your efforts.

Please feel free to contact me for any further information

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Sincerely,

Michael Anderson

## **Recommendation Letter Template 4: For an Internship Program**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Internship Coordinator's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Internship Coordinator's Name],

I am pleased to recommend [Friend's Name] for the [specific internship program] at [Company/Organization Name]. Having known [Friend's Name] for [number of years], I can attest to their [mention specific qualities, e.g., passion, work ethic, skills relevant to the internship].

During [mention a specific project or activity], [Friend's Name] demonstrated [highlight a specific skill or achievement relevant to the internship]. Their ability to [mention another relevant skill or quality] was particularly impressive.

[Friend's Name]'s commitment to learning and personal growth makes them an excellent candidate for your internship program. I believe this opportunity at [Company/Organization Name] will significantly contribute to their professional development.

Please do not hesitate to contact me for further information or insights.

Best regards,

[Your Name]

## Example for Template 4

Sarah Johnson  
1010 Business Ave  
Tech City, TX 75001  
s.johnson@email.com  
(555) 456-7890

July 5, 2021

Ms. Emma White  
Tech Innovations Inc.



2345 Tech Road  
Tech City, TX 75002

Dear Ms. White,

I am pleased to recommend Alex Martinez for the Software Development Internship program at Tech Innovations Inc. Having known Alex for four years, I can attest to his passion for technology, strong work ethic, and programming skills.

During our collaborative project for the Tech City Hackathon, Alex demonstrated exceptional coding abilities and problem-solving skills. His ability to work effectively in a team and contribute innovative ideas was particularly impressive.

Alex's commitment to learning and personal growth makes him an excellent candidate for your internship program. I believe this opportunity at Tech Innovations Inc. will significantly contribute to his professional development.

Please do not hesitate to contact me for further information or insights.

Best regards,

Sarah Johnson

## **Recommendation Letter Template 5: For a Scholarship Application**

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Scholarship Committee Name]

[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Scholarship Committee Name],

It is with great pleasure that I recommend [Friend's Name] for the [Name of Scholarship] at [Institution/Organization Name]. I have known [Friend's Name] for [number of years] and have always been impressed by their dedication to their education and personal development.

[Friend's Name] excels academically, particularly in [mention a specific subject or field]. In addition to their academic achievements, [he/she/they] is also actively involved in [mention extracurricular activities or community service].

Their drive, ambition, and leadership skills make [Friend's Name] a deserving recipient of the [Name of Scholarship]. I am confident that this scholarship will enable [him/her/them] to further pursue [his/her/their] academic and career goals.

I wholeheartedly endorse [Friend's Name]'s application and am available for any further details you may require.

Sincerely,

[Your Name]

## Example for Template 5

David Lee  
456 University Road  
Education City, MA 01234  
d.lee@email.com  
(555) 654-3210

March 15, 2021

Bright Futures Scholarship Committee  
State University  
789 College Street  
Education City, MA 01235

Dear Bright Futures Scholarship Committee,

It is with great pleasure that I recommend Jenna Kim for the Bright Futures Scholarship at State University. I have known Jenna for six years and have always been impressed by her dedication to her education and personal development.

Jenna excels academically, particularly in science and mathematics. In addition to her academic achievements, she is also actively involved in the Science Club and volunteers at the local community center.

Her drive, ambition, and leadership skills make Jenna a deserving recipient of the Bright Futures Scholarship. I am confident that this scholarship will enable her to further pursue her academic and career goals in biomedical engineering.

I wholeheartedly endorse Jenna's application and am available for any further details you may require.

Sincerely,

David Lee

## **Recommendation Letter Template 6: For a Personal Endeavor or Project**

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name or Organization's Name]

[Address]

[City, State, Zip Code]

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

I am writing to express my full support for [Friend's Name] in their pursuit of [mention the personal endeavor or project, e.g., a business venture, art exhibition]. Having known [Friend's Name] for [number of years], I have witnessed their remarkable talent, dedication, and passion for [mention relevant field or activity].

In particular, [Friend's Name] has shown exceptional ability in [mention specific skills or accomplishments]. Their recent project, [mention a specific project or work], is a testament to their [mention specific qualities, e.g., creativity, innovation].

I firmly believe that [Friend's Name] has the skills and determination to succeed in [mention the endeavor or project]. They would greatly benefit from any support or opportunities that you could provide.

Please feel free to contact me for any additional insights or information.

Warm regards,

[Your Name]

## Example for Template 6

Emma Thompson  
789 Art Street  
Creative City, CA 90123  
e.thompson@email.com

(555) 123-9876

June 10, 2021

Gallery Selection Committee  
Modern Art Gallery  
1234 Culture Ave  
Creative City, CA 90124

Dear Gallery Selection Committee,

I am writing to express my full support for Olivia Sanchez in her pursuit of showcasing her artwork at the Modern Art Gallery. Having known Olivia for eight years, I have witnessed her remarkable talent, dedication, and passion for contemporary art.

In particular, Olivia has shown exceptional ability in abstract painting and mixed media art. Her recent series, "Urban Landscapes," is a testament to her creativity and innovation.

I firmly believe that Olivia has the skills and determination to succeed in the competitive world of art. She would greatly benefit from the opportunity to exhibit her work at the Modern Art Gallery.

Please feel free to contact me for any additional insights or information.

Warm regards,

Emma Thompson

## **Purpose of a Recommendation Letter for a Friend**

The purpose of a recommendation letter for a friend is to provide a personal yet professional endorsement of a friend

for a specific opportunity, such as a job, academic program, volunteer position, or personal endeavor. The letter should highlight the friend's relevant qualities, skills, and achievements to support their application or candidacy.

## Key

### Elements of a Recommendation Letter for a Friend

- **Personal Connection:** Establish your relationship with the friend and the duration of your acquaintance.
- **Relevant Qualities and Skills:** Highlight your friend's qualities, skills, and experiences pertinent to the opportunity they are pursuing.
- **Specific Examples:** Provide specific examples or anecdotes that illustrate your friend's abilities or achievements.
- **Endorsement:** Clearly state your endorsement and belief in your friend's suitability for the opportunity.

### Tips for Writing a Recommendation Letter for a Friend

1. **Be Honest and Specific:** Provide truthful information and specific details to support your endorsement.
2. **Keep It Professional:** Maintain a professional tone throughout the letter, even though the subject is a personal friend.
3. **Customize the Letter:** Tailor the letter to the specific opportunity or purpose for which your friend is applying.
4. **Offer Further Assistance:** Indicate your willingness to provide additional information if required.

5. **Proofread**: Ensure the letter is free of errors and is well-structured for clarity and impact.