

# Personal Recommendation Letter For A Friend

From,  
Margaret Joseph  
656 Gravida St.  
Tamuning Washington 55797  
(999) 661-12121

27-11-2019

To,  
Nevada Ware  
9156 Tincidunt Ave  
Green Bay Indiana 19759

Subject: (-----)

Dear Mr. Lowes,

I have written this letter to offer my unconditional support and recommendation for Laura Lawrence for the job of an intern at your reputed company.

I and Laura have been neighbors from the past ten years. I know her personally and her ever-smiling persona and friendly nature have always been a reason for my admiration towards her. She has been an athlete and team player from her childhood and her academic reports have always been bright. She is known for her helpful nature and cheerful personality in our locality. Therefore, I am certain that she would achieve success and name in your reputed organization as well.

Laura has the potential to be an asset for any organization but I know about her keen desire to be a part of your esteemed company. You can contact me for further details or information about Laura.

Sincerely,  
(Signature)  
Margaret Joseph

