**Sample recommendation letter for a friend**

**[Senders Name]**  
[Address line]  
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**  
[Address line]  
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

I am writing to give a recommendation for Ms. Elizabeth Roberts.  
  
I have known Ms. Roberts for over ten years. We met in high school and had been friends ever since. I have known her as an intelligent, hardworking and responsible individual. She was the school president in high school and the head of Environment Club in college. She currently works as the Administrative Manager at XYZ Company. She is honest, enthusiastic and energetic in all that she does and she relates very well to other people.  
  
I highly recommend Ms. Roberts.

Sincerely,  
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -  
cc: [Name of copy recipient] - Optional -