Personal Letter of Recommendation for a Friend

To,

Jack Paul

Hiring Manager

Dreams Enterprises Limited

Birmingham

UK

22nd May 20XX

Subject:Letter of recommendation for a friend

Respected Sir,

I, Leo Franz, am working as a sales assistant at your esteemed organisation. I got to know that there are job opening in the sales department of our company. Through this letter, I would like to recommend my friend Mr. George Peterson to seek the position of a sales agent. I would like to inform you that I know him from the past 5 years and he was my co-worker at the time of my employment at Fortune Enterprises Limited.

With this recommendation letter, I would like to highlight the skills and potencies of Mr. George that would assure you of his candidacy. I have always seen him working and contributing with the best of his abilities. Since the time I have known him, I have always seen him prospering in his career. Mr. George possess demonstrate aptitude to discuss with the clients and customers regarding the beneficial sales plans and has a charismatic personality.

I have no hesitations in recommending my friend for the said post and I am confident that he would prove to be an asset to our sales team. I can be contacted on 4939493, for any kind of details that you may need.

Thanking you for your kind consideration.

Sincerely,

Leo Franz

Sales Assistant

Dreams Enterprises Limited