To  
  
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ABC123

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June 3rd 2008

To whom it may concern

I am pleased to write this letter of recommendation for Andrew Other. I have known Andrew as a friend for thirteen years, and have found him to be a reliable and conscientious person. We have travelled together on vacation, and are members of the same fitness club. In all of these situations, Andrew has shown himself to be considerate and honest.

I have also found Andrew to be an intelligent individual, who is willing to take the lead in situations when required. His good judgement has been important on several occasions as we have travelled, and he has provided loyal support at difficult times in my life.

In short, I would recommend Andrew as a trustworthy person who can be relied upon when life gets difficult, and he will prove to be a valued colleague and friend to those fortunate to spend time with him. Please feel free to contact me regarding this recommendation if required.

Yours faithfully

John T Smith

Enclosure