**Recommendation Letter for Friend SAMPLE 1**

*July 3, 2018*

*Mrs. Kylie Jackson*  
*Hiring Manager*  
*987 X Street, CA*  
*Los Angeles*

*Dear Mrs. Jackson,*

*It is with immense honor that I recommend Corrine Wong, who is a close friend, for the Lead Writer Position at Bigworks Entertainment. I have known Corrine for 11 years now. For the longest time, Corrine has always had interest in writing quality and compelling content. In the years I have known her, she has demonstrated exceptional skill and competence.*

*From the first time I met Corrine, I have always been amazed by her passion for creating high quality written content. I remember once when she took part in a writing contest in school. Corrine won because of her creativity and prowess in writing.*

*Additionally, Corrine has an excellent rapport with everyone. She is enthusiastic, humble, and honest. Corrine has excellent communication skills, which helps her connect with people of all ages. Whenever there is an occasion at home, she is always called upon to speak because she is naturally articulate.*

*Corrine is a cherished, and I am honored to have known her for this long. I recommend Corrine Wong without reservation. She is an intelligent, competent, dedicated, and a capable young lady. I am confident that she would make a valuable addition to your team. Please do not hesitate to contact me for further details.*

*Sincerely,*  
*K.H*  
*Kara Hernandez*  
*kara.hernandez@mail.com*  
*(222)555-7777*