***Sample Recommendation Letter for a Friend***

*To whom it may concern,*

*I am writing this letter as the recommendation for my friend Jackson Paul for the position of senior purchase manager in your company. You may feel that I have very good feelings about Jackson and its might be because of my friendship with him but you should know that I have worked with him for almost ten years and we both were in the purchase department working side by side with each other.*

*When you meet Jackson, it is really hard to see how good of a person he is but when you get to know him for a while, he will prove himself as one of the best employees and friends that anyone can have. You may wonder that if he is that good, why he is searching for a new job and the reason for that is because he had to leave his former position in my company because of the financial problems that his father faced. When his father called, he didn’t care for anything else but to be there for him in his hard time.*

*I can safely say that Jackson is the best employee a company and any employer can ever imagine. He will not only fulfill all of your assumptions and expectations but will prove to be the most useful asset for the organization. I hope you will consider my recommendation letter and will give him a fair chance.*

*Regards*

 *Full name and signature*