**Sample Recommendation Letter For a Friend**

Though the above points will definitely help you in writing a reference letter, there may be some who may still be confused. Hence, here is a [sample](https://penlighten.com/sample-letter-of-recommendation-for-friend) that will make things clearer.

To Whomsoever It May Concern,

I am honored to write a reference letter for my friend Dave Princeton whom I have known since the past 12 years. Dave and me met at our first year in Wisconsin University, and later we also worked together for five years at Gracia Enterprises.

Dave is a true optimist, and it is his positive attitude that helps him accomplish whatever task he has been assigned. Dave is a complete go-getter, who will go that extra mile to give his best to any project undertaken. Moreover, he is an excellent team leader, as he not only makes sure that the projects are completed on time, but also encourages his team members to put in their very best efforts.

Above all his professional qualities and achievements, the thing that I admire the most in Dave is that he is a good human being. His helpful nature is not restricted to matters of studies or work, but is extended to personal matters too. Dave is a good listener, and this makes people approach him with their problems, which he solves with intelligence and care.

For all these reasons, I would definitely recommend Dave for any job that requires enthusiasm, hard work, honesty, and perfection.

If you need to know any more about Dave Princeton, please feel free to contact me on 470-4583-234.

Sincerely,

James Drew