

CHARACTER REFERENCE LETTER FROM FRIEND

Date: 07 June 2021

{{Recipient's Name}},
{{Street Address}},
{{City/Town}},
{{Country}}.

Dear {{Recipient's Name}},

I exceptionally recommend {{Recipient's Name}} for the job of {{Job position}} at {{Company Name}}. {{Recipient's Name}} is my close childhood friend whom I have known for {{number}} years. I watched his skills grow from humble beginnings ever since our college days where he majored in Management. I honestly believe he is the man for the job.

After our days in school, he diligently looked for employment and nailed {{Job position}} locally. He is exceedingly passionate about his duties and treated them with the necessary seriousness. With his exceptional people skills, he helped staff members with their administrative responsibilities.

Unfortunately, the {{Company Name}} suffered an unforeseen fire and is no more. {{Recipient's Name}} is a hard worker whose passion and devotion will positively impact your Gallery.

I am confident to recommend {{Recipient's Name}} for the post of {{Job position}}. If you have any inquiries about him, do not hesitate to ask.

Sincerely,

{{Name}}