

SAMPLE FRIEND RECOMMENDATION LETTER

John Smith

Address

City

State, Zip

Date

Paul Walker

Designation

Address

City

State, Zip

Dear Mr. Paul Walker,

I am writing to you regarding Mary. I have known Suzanne personally for over ten years, and have always known her to be an organized, responsible, and easy going individual. I believe that her skills and experience make her an excellent candidate for office manager in your organization.

When I met Suzanne, she had just left an administrative position in a busy Fashion House, where she was responsible for book keeping, answering phones and making appointments.

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If you have any further questions, please feel free to contact me by phone or email.

Regards,

John Smith

Phone Number

Email Address