

[City, Country]
[Month] [Day], 2026

TO WHOM IT MAY CONCERN:

It is a pleasure to provide this personal recommendation for my longtime friend, [Friend's Full Name], whom I have known for over [Number] years.

Throughout our acquaintance, [Friend's Name] has consistently demonstrated exceptional character, integrity, and reliability. I have had numerous opportunities to observe their work ethic and personal values, and I have always been impressed by their dedication and the respectful manner in which they treat others.

[Friend's Name] is a highly motivated and trustworthy individual. Their ability to handle difficult situations with poise and sound judgment makes them a valuable asset to any community or organization. I can vouch for their honesty and their commitment to excellence in all their endeavors.

I recommend [Friend's Full Name] without reservation. Should you require any further information or have specific questions regarding their background or character, please feel free to contact me at [Your Phone Number] or via email at [Your Email Address].

Sincerely,

(Signature)

[Your Full Name]
[Identification Number / ID]
[Phone Number]
[Email Address]