**RECOMMENDATION LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

**[Email Address]**

**[Phone Number]**

Title,

Dear **[name],**

I’m writing this reference in support of **[name]. [Name]** was my college roommate, and we have been friends for the past decade. So, if you are looking for a smart, talented, and diligent candidate, **[Name]** is the perfect match.

As a student, **[name]** was constantly engaged in classes—he studied not just to get good grades but also to truly understand the material. So, it was no surprise when he displayed these characteristics once he started working.

As a friend, **[name]** is caring and supportive. When my dad passed away shortly after graduation, **[name]** was one of the first people I told. **[Name]** has a trait for maintaining and building solid friendships.

These skills would enable him to excel as a salesman for **[company].**

Jason would be an asset to any company, and I wholeheartedly recommend him. Please get in touch with me if you have any further questions.

Sincerely,

**Signature**

**[Name]  
[City, State, Zip]**

**[Email Address]**

**[Phone Number]**