Sam Samuel  
123 Vine Street  
Mall Town, CA 7890  
222-222-2222  
name@email.com

{Date}

Alexandra D’souza  
HomeMantra Designs  
543 Business Rd.  
IT Center, 12345

Dear {Name},

I’m writing this letter regarding {Name}. I have known him/ her for over 10 years now. I have known him personally as well as professionally. Being a friend and colleague, I believe that he is a well organized responsible individual. I can vouch for his skills & abilities. I’m sure that he will be an excellent addition to your organization.

When I met {Person’s Name}, He had been working as an intern in XYZ company. Then, we both joined the same company and worked together for over 8 years. He had always left me amazed with his passion for work. Everyone in XYZ company admires the type of person he is.

Apart from that, {Person’s Name} is always involved in social works as well. In fact, he helped raise funds to provide food & shelter to the street dogs & animals. His passion for work make him an asset to any organization.

For any further questions, please feel free to contact me at name@email.com or call me at {phone number}.

Regards,

{Your Name}