12th Feb 20XX

ABC enterprises

Mr. XYZ:

Dear Mr. ABC,

I am writing this letter to talk about the opportunity that you have offered to my friend Mr. Richard. To my best knowledge, he is one of the finest persons I can think to write the endorsement letter for. I first met Mr. Richard when he joined the management department of the company I work in. I was impressed by his good nature and talent.

I have a lot of things to say about Mr. Richard. His determination is matchless and I have found him to be the most precious asset for whichever organization he works in. While Mr. Richard was working with me, the company achieved so many milestones because of him.

When at first, I heard about him leaving the company, I was so upset. However, I will be glad if he gets a better opportunity since he is a super talented person who deserves so much than that. He has proved himself so many times and he will never disappoint you. I cannot stress enough that he is the best candidate for the job he has applied for.

For any query, you can write me back.

Regards,

Name of the sender

Signatures of the sender

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_