To Whom It May Concern:

I am truly honored as I write this recommendation letter for my friend Hector Bloom. As a friend, I have known Hector ever since we were little. He was enthusiastic and fun to be with. He also taught me about many things in life especially in becoming a good person.

We both graduated in the same year and in the same university. We were always together in good times and in bad times. He is a good person with a big heart for everyone. He is honest, hardworking, trustworthy and reliable. You can expect that every job you assigned to him will be done immediately and efficiently.

I’m not describing him as my friend but as a person. I have known him personally and I know that he will be able to provide you with great contributions.

I would really appreciate it if you would consider considering him to be in your company. I’m sure that you won’t regret taking him along in your team.

Sincerely,

Ben Waltz