Quick Recommendation Email

Subject: Referral for [Friend's Name]

Hi [Recipient Name],

Just a quick note to recommend my friend, [Friend's Name], for [Position/Opportunity]. They are skilled, reliable, and would be a valuable addition.

Thanks for considering them!

Best,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/referral-letter-for-a-friend