Referrer's Name  
Referrer's Occupation  
Referrer's Address  
Referrer's Phone Number  
Referrer's Email Address  
  
Date  
  
To Whomsoever it May Concern:  
  
I feel proud to recommend [Referee's Name], one of my closest friends for over 18 years. During the years of our acquaintance, he has been with me in all the ups and downs of my life. As a skilled musician, he has been my daughter's music teacher for over five years.  
  
Integrity in thoughts and punctuality are two of his best-known qualities that I have found to be his valuable assets in the long years of our friendship. He has spent several summers working with primary school and college students in imparting his music skills. His ability to put on a cheerful face even during difficult times is what I appreciate about him. A skilled musician, dedicated husband, and a father of three, he is capable of handling the job that you will assign him. I'm confident that his maturity and skills will be an asset to your organization.  
  
Please feel free to contact me if you have any further questions. I will be glad to help.  
  
Yours Sincerely,  
  
(Signature)  
Referrer's Name