18320–103 Avenue  
Anytown AB  T5V 8V8

August 30, 2018

To Whom It May Concern:

I’ve known Fred Frank for several years. He has been a close friend of my son’s since they were in grade school. I’ve watched him grow up into the friendly, confident young man he is today.

While he was in high school, Fred helped me coach a community soccer team of 9- and 10-year-old boys. A skilled player himself, Fred was a keen leader who always maintained his professionalism. With patience and an ability to explain and show strategy clearly, he drew out the best from these boys, who, in turn, looked up to him.

I know Fred to be dependable, responsible, honest and courteous. He is a popular server in the restaurant where he now works. While dining there, I’ve more than once overheard customers asking to be seated in his section.

Fred will be an asset to any organization. I can confidently recommend him for any position or undertaking that he chooses to pursue.

Please do not hesitate to call me if you would like to discuss this recommendation further.

Sincerely,

John C. Doe  
403-555-1212