Dear Mr. Charles,

I have a friend who is looking for a work that will fit his qualifications. He is in dire need of a job and is very well qualified in education and training. I did not hesitate in any way to make a reference for him.

To give you some background, he has graduated with a bachelor’s degree in one of the top universities in our city. He has a post graduate study on the subject but has not finished it yet for financial reasons. Recently, he just moved out of his parent’s house and has to fend for himself. This is what caused him to stop his studies temporarily and find a job.

I will not be making a reference for him if I know him to be of bad character. However, if he will not have a position on your company, please let me know.

Thank you very much.

Sincerely yours,

Hans Jamey