

## Reference Letter for a Friend

Wilma Stores  
25468-154 Avenue  
Florida, Ohio.  
T25J 851  
06/09/2005

To whom it may concern,

I confirm that I know Samantha Brady and she has been my friend for more than four years. She has been my colleague at work and this has made us very close.

Samantha is a responsible and dependable person. She often volunteers to organize events and always ensures they are successful. She is friendly and accommodative and tries to make new colleagues feel comfortable by assisting them and guiding them. Although she is the head of the department, she is not bossy and is able to influence the team to achieve company goals. Therefore she has been able to maximize the team's potential. She is a loyal friend and always willing to assist me in times of need.

Should there be need, I will be happy to give you additional information.

Sincerely,  
Laura Hilton