TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

**FROM**

**[Sender Name]**

**[Sender Title]**

 **Sub:** Business Letter Format

Dear Vincent Prasad,

It's my pleasure to strongly recommend Ashley Singer for the Jr. Data Analyst role with Cloud data now Tech. I'm Rachel Gomez, a project manager at Asomtech Solutions. I have 12 years of experience working in the tech industry and have seen many young people come and go. Ashley Singer is one individual I have worked with who has always distinguished herself as a team member.

During our time together, Ashley displayed great talents in data analytics. When we first met, I felt immediately impressed with Ashley. During the time we worked together, her understanding of analyzing data to achieve results for our company grew far more than that of her peers.

It's not just her technical skills that impress me. Ashley was a joy to work with because of her amazingly positive attitude and ability to communicate across teams. Her focus and attention to detail were also necessary and valued not just by me, but also by her peers, who often relied on her to get the job done. I'm confident that Ashley would be a great fit at Cloud data now Tech. She can bring the skills and experiences you're looking for in a candidate, and she can quickly become an asset and help your company grow.

If you need more information or specific examples, please don't hesitate to contact me. As a recommendation letter likely only provides a snapshot of her talents and achievements, I'd be happy to further elaborate on my time working with her.

Sincerely,

Rachel Gomez

Sr. Project Manager