**RECOMMENDATION LETTER**

**[Name]**

**[Address]**

**[Number]**

**name@email.com**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

**[Email Address]**

**[Phone Number]**

Dear **[name],**

I would like to recommend **[name]** for Marketing Manager at **[company name]. [Name]** has worked in the Marketing department for five years, and when I joined last year, I immediately recognized her as a mentor, as the person to ask questions. She is a leader, and I envy her organizational skills.

**[Name] ‘s** ability to plan a strategy and make sure that it’s implemented accurately and quickly has contributed immensely to the recent success in our department. She was the team leader on our most successful projects.

She is hardworking and creative and helps out every person on other projects. I believe the department would continue to grow and thrive with **[name]** as Marketing Manager. Her experience and knowledge of the industry with the company make her an excellent candidate for promotion.

Please let me know if I can offer additional information.

Sincerely,

**Signature**

**[Name]**