TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Letter of Recommendation

Dear Leandra Naves,

I am extremely delighted to recommend to you the exemplary quality services of Halford Tech, Inc. The professionals at this company provide their clients with prompt and efficient 24-hour service. You might find that compared to other providers in the market, the quality of services and pricing is among the best in the region.

Halford Tech, Inc. has developed an outstanding reputation in the industry because they have received very few complaints over the last several years. I have never experienced a network interruption in the five years that we have used the services of Halford Tech, Inc. and others I've recommended the company to have only had positive experiences. I also want to emphasise that the company has received two consecutive gold star awards for Internet service providers for the last two years and I believe its sterling reputation led to these awards.

I strongly recommend Halford Tech, Inc. for all your Internet accounts and feel confident the company is sure to exceed your expectations.

If you have questions or want more information, please reply to this email and I'm happy to address them.

Sincerely,

**[Signature]**

 Landon Simmons