TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Professional recommendation letter for a coworker

Bullseye, Inc.

789 New Lane

Miami, FL 25648

Dear **[Name]**

I had the pleasure of working with Tommy Bianchi for four years in the Communications and Public Relations Department at Sundale International. I would highly recommend him for the position of Lead Public Relations Officer at Bullseye, Inc.

I am Catrina Ivanov, Communications Leader at Sundale International. I have 12 years of experience working in communications and public relations. I have worked with many bright, young professionals, but Tommy Bianchi’s talent and problem-solving skills stand out among his peers. I remain impressed with his driven work ethic and ability to work creatively under pressure.

During the time we worked together, his skills and understanding of our company’s brand and mission helped our team successfully run several PR campaigns. He assisted in the launch of a global campaign that received international media coverage.

My first experience with Tommy’s work ethic came not long after he was hired. Our media team needed additional help to complete an important campaign on time. Tommy worked tirelessly on the campaign before launch, including fact-checking, finalizing graphics and liaising with media. These tasks were outside of Tommy’s normal role, but he accepted the responsibility without hesitation. Within the week, we

successfully launched the campaign, and our executives were grateful for our team’s hard work in meeting the deadline under the circumstances.

In addition to his impressive work ethic, Tommy is also a great team member, a natural leader and a humble employee. He has a great attitude and is always willing to help another colleague.

I am confident Tommy will be a great asset to Bullseye, Inc. Not only does he offer creative advertising and communications skills, but he also helps other employees grow and flourish on his team.

Please do not hesitate to contact me if you need more information or would like to discuss any of his other achievements. You can reach me at **[Phone Number]**, or by email at **[Email Address]**.

Sincerely,

Catrina Ivanov

Communications Leader, Sundale International