

To

Parker Jackson

Senior Vice President

Potter's Corporation

12-h, Markson tower, Peter's enclave

Birmingham, UK.

Date: 3rd Nov 20XX

Subject: recommendation letter

Respected Mr. Jackson

Hello Parker. Hope you are doing well. I am writing this letter to you to make a recommendation for the job post of senior technical manager. I strongly recommend Mr. Peter Samuels for this post in our organization as I have known him for 4 years and think that he shall be perfect for this position. I have known Mr. Samuels from the last company that I worked for and have always given him high regards. He possesses excellent educational qualifications and rich experience of working in the technical department. I am of the view that he would be able to help improve our Technical department and lead the technical team in the right direction.

Mr. Peter has also acquired superior skills in this field and is very hardworking and dedicated by nature. I am quite sure that he won't let us down and in fact help us to shape the department which is not in a very good shape these days. I hope you consider my request and call him for an interview.

Thanking you

Parker Samuels