



Recommendation Letter for Promotion

From,
Xyla Cash
435-4533 Tincidunt Rd.
Boise CT 35282
(121) 347-0086

Date

To,
David Mathews
1011 Malesuada Road
Moscow Kentucky 77382

Subject: (-----)

Dear David Mathews,

I (mention your name) am writing this letter to recommend ----- (mention the name of the person) working as a ----- (mention the job title) since ----- (mention years). The department and team she is working with are quite happy with his/her work performance and he/she has made an impressive impression on everyone. He/she has undoubtedly the required leadership qualities and skills.

The projects he/she has worked on have always been completed on time and successful. Further, the clients have also appreciated the service being provided during the process.

So, I would request you to take a look at his/her credentials and give him/her a chance they deserve.

Yours Sincerely,

(Signature)

Xyla Cash