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