The name of the writer: …………………………..

The address: …………………..

The date: ……./……./……..

Dear Ms. …………………………………….……

…………………. and I have known each other going on ………. Years now. Within this period, I knew that Mr. ……………………………………………..… is intelligent. Enthusiastic, and show many traits of a successful person.

Personally I have enjoyed working with him, and I believe he will be valuable to your teamwork.

I have written this according to my position as ………………………………..

If there is any question you can contact me at ………………………………. or at …………………………………...

Warm regards,

Signature: …………………………….