

PQR

Address

January 4, 200X

XYZ

Manager

Manager

Philadelphia, PA 12345

Dear Mr. Boss,

It is my pleasure to recommend Mike Applicant, his performance working as a consultant for Main St. Company proved that he will be a valuable addition to any company.

I have known Mike for two years in my capacity as Assistant Manager at Main St. Company. Mike worked for me on various projects as a consultant, and based on his work, I would rank him as one of the best consultants we have ever had.

If I can be of any further assistance, or provide you with any further information, please do not hesitate to contact me.

Yours Sincerely,

PQR