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December 17, 2010

Edward Wilkinson  
Chief Operating Officer  
Cure Leasing and Maintenance  
6185 Crooked Creek Road  
Norcross, GA 30071

Dear Mr. Wilkinson,

I am contacting you today in regards to writing a letter of recommendation on my behalf. Since I provided administrative support for you for over two years I thought you would be the best person to validate my abilities as an administrative professional.

My interests in the position I am seeking with Towers Perrin are in line, yet slightly heightened, with the roles and duties I carried out while employed at Cure Leasing and Maintenance. It is a [career goal](#) of mine to expand to the highest possible potential I can and a solid recommendation would help me get there.

In this recommendation could you comment on some of these factors:

- My leadership style and abilities.
- Special task I was in charge of while working for you
- My strengths as a team member

I appreciate you taking the time to write this letter of recommendation. Please let me know if you need any other information from me. Your support means a lot!

If you would be so gracious as to submit a recommendation to:

Dianne Davenport  
Human Resources Department  
Towers Perrin  
9874 Right Way  
Atlanta, GA 30329