

To Whom It May Concern

I have been working with Mr/Mrs [name] in a variety of capacities for the last twelve years. He/She was my partner in small business. He/she was the real brain in our small business and although I was the major sponsor of that organization but I always admitted that company was working because of intelligent effort of Mr/Mrs [name].

He/She is organised, efficient and extremely competent with excellent rapport with people of all ages. His/Her communication skills are excellent no matter if you are talking about written or verbal.

He/She has worked in different types of jobs as well and hence better knows about varieties in the business world. His/Her most important quality is that he/she always keep himself/herself updated. Every new information that becomes available in the market he/she already knew about it. Its just amazing and informative to work with such kind of personality. In summary, I highly recommend (Name) for any position or endeavor that he/she may pursue. He/She would be a valuable asset to your organisation. You can contact me at any time in the following phone numbers for any question in this regard.

Best Regards

[your name with signature]

[contact and address]