

{ Your Name }
{ 1234 Street Address }
{ City, State, Zip }
{ E-mail Address }

{ Today's Date }

{ Company Name }
{ Street Address }
{ City, State, Zip }

Dear Mr. Green,

I was pleased to hear that Maxwell Jones has applied for the position of sales manager with XYZ Enterprises. Max worked for me as a sales associate at CNE Inc., from 20XX to 20XX. He is a creative and dedicated salesman, who consistently surpassed his quotas, and had a very high customer rating.

Maxwell is a motivated employee and an excellent leader. Although he was an associate in my department, he took the initiative to mentor new hires and set a positive example for the team. I can enthusiastically recommend him for a management position.

If you have any questions or would like any other information, please contact me.

Sincerely,

{ Your Signature }

{ Your Name }
{ Your Title }