September 2, 2010

Ms. Ethel Scott

Staff Development Division

Full Circle Communications

Dear Ms. Scott:

This is to recommend our writer, Katherine Parker, as one of the participants of our upcoming Writing for the Web Training/Seminar Series to be sponsored by the company’s Staff Development Division.

I know the seminar would be a participated in by a few chosen writers of our company, and I would like to recommended Ms. Parker to be include in the list of chosen participants. She has been a writer in the company for more than a year now, and she has displayed exceptional skills and professionalism. Thus, she deserves any training and career development that our company can offer.

I hope she can be included in our list of participants.

Regards,

Mark Smith

Team Leader