To Whom It May Concern:

A pleasant day to you! This letter serves as a formal recommendation letter to the Human Resource Person in charge. I would like to recommend Mr. Peter Klein to work as an employee in your well-established company. I believe that Mr. Klein is qualified for the job position offered in your company.

Mr. Klein has worked in my company as a part time manager trainee for the last six months. Mr. Klein possesses all the skills needed as a manager. However, his skills and educational attainment are more than enough for the job he has in my company. I am officially referring him to your company since you have the available position for a skilled person like Mr. Klein.

He is a graduate of Oxford University and was given various academic awards for the performance he had during his stay in the university. He also made and implemented a feasibility study about how to market products without losing investment during the financial crisis in the United States. I know he will grow successfully with your company.

Sincerely yours,

Mr. Adrian Saunders

Sole Proprietor/ Owner

Creative Ideas Company