From,

Anthony Jackson,

Loan Officer,

City Bank,

New York-11701

USA

June 05, 2011

HRD Head,

Dear Sir,

Sub- Recommendation for the post of Warrant Officer

Ref- Application No. 70012/Dated 06/01/2011

With this letter I would like to recommend Mr. Steven Garcia for the post of Warrant Officer in the bank. Mr. Steven Garcia has already submitted the application for the same as mentioned in the reference. I know Mr. Steven Garcia very well and also his previous job. He is a well qualified and experienced person for this job.

I hope that you will take my recommendation in your due consideration and make a sensible decision regarding this post. I have already recommended for several posts in the bank and the bank has got the best possible candidate for the same.

I hope that you will give a positive response to Mr. Steven after my recommendation.

Thank You,

Sincerely,

Anthony Jackson,