[Your Name]

Managing Director

International Business Management (IBM)

Date

**RE:** Recommendation for [JOB POSITION]

Recently, Meezo a former student of mine has applied for a job at your company. This letter is in response to his recommendation request. Meezo has been a very good student who has always performed well enough throughout his study period. His grades have been consistently good.

I wish him the best of luck for the future. For any further questions, feel free to contact me.

Sincerely,

ABC

Email. abcd@gmail.com