[Your Name]

Managing Director

International Business Management (IBM)

Date

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

I am writing this letter in response to the recommendation request made by Jane, one of the job applicants in your company. Jane is a very well-versed lady who has good communication skills. She has been a very good employee of ours who is a hard worker.

Wishing her the very best in future.

Sincerely,

ABC

Email. abcd@gmail.com