[Your Name]

Managing Director

International Business Management (IBM)

Date

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

I am writing this recommendation letter following the request of Mr. Henry who has recently applied for the job at your company. I have known Henry from the past 5 years and have found him to be good gentlemen. He completes his work tasks in time and is a responsible individual.

My sincere wishes are for Henry for his future endeavor. For any more queries, you can always contact me.

Sincerely,

ABC

Email. abcd@gmail.com