[Company Name]  
[Address]

Date:

TO WHOM IT MAY CONCERN

I strongly recommend Miss. ABC for taking admission to your university for higher education. Miss. ABC has worked for my company for more than 4 years. During all this time, she remains hardworking and honest with her work and duties. She has worked under my supervision and managed to learn things in a very short period.

She has been part of the best team in my company and always ensures that she contributes to the teamwork. She always managed to fulfill her responsibilities.

I am so happy that Miss. ABC has decided to pursue higher education as she is a very talented person. If you want to know more about Miss. ABC, you can contact me at (mention your number).

Sincerely,

Name of the sender

Signatures

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