**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

**Subject: Justification for hiring a candidate for [X] department**

Respected sir,

I hope that you are doing well. The purpose of writing this letter is to draw your attention towards the software that your company has launched recently. It is full of bugs and errors. It seems that it has been launched without giving much consideration to the testing phase of the software. Due to this, all the users are complaining about bugs.

I am writing this letter to propose that you hire a new candidate who is adept at carrying out various types of software tests including unit testing, integrated testing, etc. This will drastically improve the quality of products you give to the market. In addition, it will help you grow your software house.

Our company offers hundreds of talented and qualified individuals for software houses. We believe in delivering quality. We are ready to help you recruit a quality assurance engineer in your IT company who will be responsible and do his job with diligence. Remember that, the final decision of hiring the candidate will be yours and we will not force you to hire anyone.

However, it is humble request you produce a position of QA engineer in your company. We will look forward to your response.

Thanking you,

Sincerely.

Name of the sender  
Sender’s designation in the company  
Name of the company