



Here's a compelling sample letter of recommendation you can model your own after.

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Your company letterhead  
1234 Address St., New York, NY 12345

February 17, 2023

Veronica Jones  
CMO  
Markets Inc.  
178 Location Rd.  
Philadelphia, PA 67890

Dear Mrs. Jones,

My name is Michael Stevens. As director of marketing at Outreach Ltd., I oversee all of the efforts of our marketing department, of which Mr. Davis is an indelible part.

Since Mr. Davis began his current role as a marketing associate at Outreach three years ago, I've had the pleasure of working with him daily. I first took particular notice of him when, early in his tenure, a colleague was struggling to understand a client's unusual request. Mr. Davis made a point of helping this individual overcome their challenge — even going so far as to conduct independent research to make a well-informed suggestion.

Mr. Davis demonstrates a propensity for leveraging a significant degree of marketing knowledge — and an eagerness to learn even more. He always goes above and beyond what's required of him; no challenge is too big for Mr. Davis. To that end, I have been consistently impressed by the degree of personalized value he delivers to our clients — and the cordial attitude he inspires across our workplace.

While it would be difficult to see him go, I can say with the utmost confidence that Mr. Davis would excel in the associate marketing manager role at Markets. I would be happy to tell you more about his character and work performance; you're welcome to reach me at (123) 456-7890 or at mstevens@domain.com. Thank you very much for your time.

Sincerely,  
Michael Stevens  
Director of Marketing, Outreach Ltd.

[Return to "How to write a letter of recommendation" →](#)