

# Recommendation Letter for Promotion to Management

From,  
Malcolm Long  
9291 Proin Road  
Lake Charles Maine 11292  
(176) 805-4108

08-10-2019

To,  
Harrison Mcguire  
574-8633 Arcu Street  
San Fernando ID 77373

Subject: (-----)

Dear Harrison Mcguire,

The letter is to inform you that I ----- (mention your name) would like to recommend ----- (mention the name of the person) for the promotion and position of ----- (mention job title). I have been working with him/her since ----- (mention years). During all these I have with him/her on several important projects including ----- (mention the details of the project). There have been many instances where he/she has proved that their knowledge and presence of mind can change the entire direction of the work process and team confidence. In terms of client/customer relation, he/she has built strong relationships and an impressive portfolio. He/she has proven expertise all through these years and has impressed everyone around. I would like you to consider their candidature and please feel free to contact me, in case of any other clarification.

Yours Sincerely,  
(Your Signature)  
Malcolm Long  
Company Name  
Job Title  
Address  
Contact Details

