**LETTER TEMPLATE**

**TO WHOM IT MAY CONCERN**

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]**

**[Name of recipient]**

**[Title]**

**[Company]**

**[Address]**

**[City, St. Zip]**

Dear **[Name of Recipient],**

John was an excellent employee during his seven years at **[Company Name].**

He took his work very seriously, volunteered for projects outside his regular duties (i.e., volunteer community service and event organizer), and was our top-performing developer for three consecutive years. I would highly recommend him for this position.

Regards,

**[Yours signature]**

Michael Cooper