**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],**

**To Whom It May Concern**

John Cooper has worked with me at XYZ Company for five years and has continually impressed me with his professionalism. During his time at this company, he has played a tremendous role in the success of our marketing department.

I would highly recommend Jonathan for the position of Director of Marketing at your company. If you have any questions regarding Jonathan’s abilities, please do not hesitate to contact me.

Sincerely,

Jane Doe