**Letter of Recommendation**

Dear Ms. XYZ,

Thank you for taking the time to speak with me about the marketing coordinator role. It was great to meet with you and learn more about the position.

I am overly excited about the opportunity to join Horizon Marketing and am particularly interested in the details you shared about the upcoming launch of the brand campaign. I’m enthusiastic about the prospect of taking on some of the project management and bringing my experience in successfully coordinating cross-functional initiatives to the table.

I am confident that my background in marketing and my interest in brand growth will enable me to fill the job requirements effectively and support the vision of Horizon. Please see attached for three letters of recommendation from past colleagues and managers that can offer you further insight into my strengths and accomplishments. I look forward to hearing from you.

Thanks again,

Your Name  
xxx xxx xxx  
abc123@email.com