**[Sender Name]**

[Sender Title]

**To**

[Receiver Name]

[Receiver Title]

[Addess]

[Email]

**From**

[Sender Name]

[Sender Title]

[Addess]

[Email]

**MEDICAL ASSISTANT RECOMMENDATION LETTER**

[Date]

Amber Muller

555-555-5555

Amber.Muller@email.com

Dear Dr. Bunter,

My name is Amber Muller, M.D. and it is my pleasure to write this reference letter for Emma DuBois. I have been her primary supervisor for the past seven years at New Huntington's Family Practice and am continuously surprised by her dedication, compassion and commitment to her role as a medical assistant.

While she has a variety of professional competencies, some of her strengths include her keen computer skills, her ability to handle clerical tasks and her interpersonal communication skills. With an associate degree in medical assisting, she was prepared to handle her duties and responsibilities after her first day at our practice and has used her academic training to support and lead other medical assistants as they navigate various aspects of their role.

Last year, our organization received an influx of new patients and Emma remained calm and professional while processing their paperwork, scheduling their appointments and handling other clerical tasks. She used her computer skills to ensure that our system was prepared to handle a large amount of new patient data and ensured that everyone's information remained organized and confidential.

Her communication skills assisted our practice because many patients and practitioners relied on her to explain various aftercare instructions or other procedure-related details to individuals and their family members who were unfamiliar with our staff and facility.

I am confident that Emma can bring her skills and positive outlook to your practice, and I am proud to refer her for this position. Thank you for your consideration and please contact me if you have questions or concerns.

Sincerely,

Amber Muller,

M.D.