Nancy Jones  
123 Main Street  
Anytown, CA 12345  
555-555-5555  
nancy.jones@email.com

September 1, 2021

David Lee  
Director, Marketing  
Acme Marketing  
123 Business Road  
Business City, NY 54321

Dear Mr. Lee,

I would like to recommend Lucy Crumb for the position of Marketing Manager at Acme Marketing. Lucy has worked in the Marketing department for three years, and when I came on board last year, I immediately recognized her as the person to ask when I had a question. She is a natural leader, and her organizational skills are exceptional.

Lucy’s ability to plan a strategy, and make sure that it’s implemented accurately and quickly have contributed immensely to the recent successes in our department. In fact, she was the team leader on two of our most recent, successful projects.

She is creative and hardworking and often helps out colleagues on other projects. I believe the department would continue to thrive and grow with Lucy as Marketing Manager. Her knowledge of the industry and her experience with the company make her an excellent candidate for promotion.

Please let me know if I can offer additional information.

Sincerely,

Signature (hard copy letter)

Nancy Jones