**Professional Letter of Recommendation**

**Charles Westfield  
Owner & Manager, Salty Custom Shirt Design  
500 Park Street  
Salt Lake City, UT, 89701**

**April 30, 2017**

**Wendy Albright  
Starlight Communications  
999 First Avenue  
Vernon, UT, 77079**

**Dear Ms. Albright,**

I am writing this letter to support Stephen Dunham’s application for the position of Web Manager & Graphic Designer at Starlight Communications. For more than a year, Stephen has worked for me making custom T-Shirt designs for various businesses and individuals. He is a talented designer and a hard worker.

Most of the work that Stephen did for me was making designs and communicating with clients. However, he also redesigned the company website, making it much more visually appealing and user-friendly. He is extremely web-fluent. In addition to updating the company website, Stephen improved the company logo and designed company stationary and business cards.

The volume of work that we get can be extremely demanding, but Stephen always delivers his work on schedule and is capable of planning his workflow to suit company needs. It is for this reason that I give you my highest recommendation to accept Stephen for this position. In my experience there are not many people who are able to hold up under severe pressure to consistently deliver quality results.

If you have any other questions regarding Stephen Dunham’s application for the position of Web Manager & Graphic Designer, feel free to contact me.

**Regards,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Charles Westfield  
cwestfield@email.com  
555-555-5555**