Dear Sir/Madam  
  
I write this later to recommend Jacky Marley to your MBA program. Jacky has been my assistant at Safeway Logistics for the last three years. In her role has been handling several critical assignments in our department.  
  
She oversees the shipping process, besides managing the dispatch of products to our clients. She also manages a team of 15 marketers. I can confirm that over these years she has done an exemplary job for our company.  
  
She has strong business acumen and commitment to measurable and meaningful results. Besides, she has a great heart for others and has been able to raise a very vibrant team of marketer by inspiring and motivating them.  
  
I believe obtaining an MBA will be an excellent way to polish her already impressive attributes. Without any reservations, I highly recommend her to your MBA program.  
  
Please contact me if you have further concerns about Jacky.  
  
Sincerely,  
  
John Smart  
  
Business development manager  
  
Safeway Logistics