**LETTER OF RECOMMENDATION FOR PROMOTION**

To,  
Harrison Mcguire  
574-8633 Arcu Street  
San Fernando ID 77373

Subject:

Dear Harrison Mcguire,

The letter is to inform you that I ----- **(mention your name)** would like to recommend ------ **(mention the name of the person)** for the promotion and position of ------ **(mention job title)**. I have been working with him/her since ------- **(mention years)**. During all these I have with him/her on several important projects including --------- (mention the details of the project).  
There have been many instances where he/she has proved that their knowledge and presence of mind can change the entire direction of the work process and team confidence. In terms of client/customer relation, he/she has built strong relationships and an impressive portfolio.  
He/she has proven expertise all through these years and has impressed everyone around. I would like you to consider their candidature and please feel free to contact me, in case of any other clarification.

Yours Sincerely,  
**(Your Signature)**  
Malcolm Long  
Company Name  
Job Title  
Address  
Contact Details