**Recommending a friend for a job**

From:

Jennifer Brown,

Project Manager,

Media Outlook,

Bristol.

To:

Mr. Benjamin Johnson,

General Manager,

Media Associates Limited,

Bristol.

4th January, '08.

Dear Mr. Johnson,

It is with great pride and pleasure that I recommend my friend (Ms. Anna White) for the post of a (Front-end Manager) in your company.

I have known (Ms. Anna White) for over (10 years) now.  She has a very cheerful disposition and I have seen her handle even the most stressful of situations with a smile on her face.  Her positive attitude, enthusiasm and vivacious nature have always made a great difference to everybody around her.

I strongly and sincerely recommend (Ms. Anna White) for the job as I think her qualities would perfectly match your requirements.

For any further clarifications, please feel free to contact me.

Sincerely,

(Jennifer Brown)