**Sample University Recommendation Letter**

From,

Mr Presley,

Dean,

University of Texas

To,

Mr Richardson,

Human Resource Officer,

Filter Water Purifiers Ltd

Dear Mr Richardson,

I, Mr Presley, the dean of the University of Texas, am writing this letter to put forward a recommendation for the William Turner. William has been one of the better students that the university has had in the recent times. Whether it is his excellent performance in the academics or his excellent and enchanting communication skill or the activeness which he showcased in all the cultural and social events of the university over the years, the kid has been above the rest of crowd.

He has been the better performers in the academics on a consistent basis. William is gifted with sound health and is capable of coping with any amount of work pressure which comes his way. I recommend his name for the post of marketing manager in your firm. I am confident that he shall take the job to a new high and prove a valuable asset for the firm.

Yours faithfully,

Mr Presley