
To Whom It May Concern Letter & Email Sample

Date: May 2, 2024

Subject: Recommendation for John Doe

To Whom It May Concern,

I am writing to recommend John Doe for the position of Marketing Manager at your company. Having worked closely with John for over three years at ABC Corp, I have witnessed his exceptional skills and commitment firsthand.

John has consistently demonstrated a high level of proficiency in all facets of marketing, including strategic planning, digital marketing, and brand management. His innovative strategies resulted in a 30% increase in our online engagement, a testament to his expertise and hard work.

John is not only a strategic thinker but also an inspiring team leader. His ability to motivate his team has been crucial in meeting tight deadlines and achieving complex project goals.

I am confident that John Doe will be a valuable asset to your organization. Please feel free to contact me at [Your Contact Information] should you require any further information.

Sincerely,

[Your Name]

[Your Position]