To,  
The HR Manager  
Swift Accounts Incorporation  
Vance K. Ford  
3892 Howard Street  
Wyoming, MI 49548

 From,  
The Accounts Manager  
NAC Accounting  
Adrian J. Haddix  
1778 Meadow Drive  
Oklahoma City, OK   
73135(405)-980 661  
Email address: AdrianJHaddix@teleworm.com  
Date: December 10, 2011

Dear Mr. Vance K. Ford

I have known Earl V. Knoll for the past five years while he was working with NAC Accounting as an Accounting Assistant. He use to prepare and processes purchase orders, invoices, check requests and contract payments. He has consistently impressed me by his performance and attitude towards his work. His interpersonal and communication skills have helped him to develop a productive working and professional relationship with both our clients and our staff.

He possesses great listening and interviewing skills necessary to extract information from our clientele while performing financial assessments. His writing skills have enabled him to compose quality correspondence. His analytical skills to diagnose problems and devising solutions have helped the company a lot in increasing the production. He has also proven his ability to remain calm during frenetic situations.

I highly recommend Earl V. Knoll for any position in the Accounting department. I wish him all the best for his career.

Yours sincerely,

Signature  
Adrian J. Haddix