**Respected Miss Andrews**

I, Kell Peter, the senior vice chairman at Hoodling Company am writing this letter to you to make a recommendation for the job position of a sales consultant in your company. I know that there is a vacancy for this spot and would thus like to refer Mr. Bill Jones for it.

Mr. Bill Jones has been an employee of Hoodling Company for 3 years and used to work as a sales consultancy team member here. I was constantly amazed by the kind of business mind he has and the advice he gave my sales team regarding sales strategies and ideas. He is full of fantastic ideas, plans and projects that can boost the sales of any organization. He is passionate for this field and possesses excellent communication skills that can be used by you for your own benefit.

His hardworking nature and respect towards colleagues and seniors is an added skill which comes in handy all the time. I hope you will consider him for this post.

**Thanking you,**