**To Whom It May Concern**

I am much pleased to write down this letter for Monica Monics. She has great interest of pursuing her Masters of Business Management at Capital University. Monica has worked under my supervision as a marketing officer for a period of 3 years at Focus Retail.

Due to her great knowledge of product placement, Focus Retail increased sales with 57% during her working. She was very enthusiastic about her job and never left any assignment unturned when assigned. During her first interview, she clearly stated that further education was her plan. That is why she is actually aiming now.

Referring to her exceptional ability and concepts in the marketing field, I strongly believe that she will prove to be the best student. I recommend her for the business management program in your university.

If you require further information about Monica suitability, kindly feel free to contact me.

**Sincere regards,**

**(signature)**

**(Morris Mark)**

**Marketing director**

**Focus Retail**

**Old Street**

**LA, TX 2435**

**(000)346-8745**