

Dear,  
Syed Monazil  
HR Department  
Lecture Publications LTD.

I know that Rashel Hossain has applied for the "Binding Executive (Production)" position at your Company and I wanted to request to you to give you the reasons why I can absolutely recommend Rashel Hossain for this job.

I have known Rashel Hossain for 6 years. I have learned that he is an invaluable member of any team. He constantly strives to achieve and then surpass any goals set, and works as a morale booster for the rest of the team if things aren't going as well as planned.

Thank you,

Signature