

Nancy Jones

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September 1, 2018

David Lee

Director, Marketing

Acme Marketing

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I would like to recommend Lucy Crumb for the position of Marketing Manager at Acme Marketing. Lucy has worked in the Marketing department for three years, and when I came on board last year, I immediately recognized her as the person to ask when I had a question. She is a natural leader, and her organizational skills are exceptional.

Lucy's ability to plan a strategy, and make sure that it's implemented accurately and quickly have contributed immensely to the recent successes in our department. In fact, she was the team leader on two of our most recent, successful projects.

She is creative and hardworking and often helps out colleagues on other projects. I believe the department would continue to thrive and grow with Lucy as Marketing Manager. Her knowledge of the industry and her experience with the company make her an excellent candidate for promotion.

Please let me know if I can offer additional information.

Sincerely,

*Nancy Jones* (signature hard copy letter)

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