

## LETTER OF RECOMMENDATION

Dear Admissions Team,

It gives me immense pleasure in writing this letter of recommendation for (Your Name), which should undoubtedly be given a chance to prove his/her mettle in his/her desired field of study. I have had numerous opportunities to interact and observe him/her during his/her tenure with us. I would like to offer evaluation of his/her potential for your consideration.

I was impressed by his/her strong analytical and interpersonal skill which he/her had developed on his/her own inventiveness. (Your Name) has the innate ability of handling pressure well. He/She also made a mark by voluntarily working overtime and rarely misses any deadlines. (Your Name) also was being an effective channel of communication between his/her team and senior management through which I have received many positive and noteworthy feedbacks from his/her peers and our partners who were impressed by his/her helpful nature and professional approach of working. He/She has the ability to converse evidently, accurately and this has proved to be a great asset in the speedy implementation of his/her works.

Considering his/her potential, talent and eagerness to learn, I am certain that (Your Name) is a vigorous candidate to pursue his/her higher studies and will prove to be an invaluable asset to your institution. And thus, I strongly support his/her application for admission I wish him/her success in his/her future endeavors. In case of any query or confirmation feel free to contact me.

Thanking you.

Sincerely,

(Manager Name), Finance Manager – (Company Name)

(Email Id)

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