To,

The Head of Admissions Department,

California Business University,

Dear Sir/Ma’am,

This is with regard to Miss. Julia Roberts, hoping to be a future student of MS Business Management at your prestigious institution, California Business University.

It gives me great pleasure to recommend Ms. Julia to you, as she has shown exemplary performance and a top-notch track record in all the 3 years that she spent at our company.

She has shown a very keen interest in learning more and sharing her knowledge with the rest of her colleagues. She has been at the forefront in all aspects of her work and has proved to be a value-added asset to our organization.

She has been a great sales representative for our company and has constantly brought in good business for us. She has headed the sales teams in our Bangalore office for the last year and has been a great motivational leader to her subordinates.

As a Sales Team leader, her combined sales have been one of the highest in recent years, and have always managed to overachieve the prescribed targets every month, ahead of schedule.

I wish to recommend Ms. Julia both on a professional and personal level and can vouch for her diligence, efficiency, and productivity. I feel proud to have been associated with her and wish her all the best in his academic pursuits. Her spirit and determination are capable of doing wonders.

I would like to recommend her for a place in the MS Business Management course and wish her the best in her studies. If you need to contact me for more information or queries, you can reach me at +91 7225689454.

Thanking you.

Tribia

Operations Manager, Sunsilk LLC.