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advice women can trust
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[Recipient name]
[Company name]
[Street Address]
[City, State Zip Code]

[Insert date]

Dear [Insert recipient name]:

I am very pleased to write this letter of recommendation on behalf of Roy Wallace. Roy was employed by our company as a sales representative from 2009 - 2015 and worked under my supervision during that time.

From the time that Roy started with the company, I was impressed with his drive, determination, and tenaciousness. He was hired to introduce our products to a new marketplace, and I am pleased to say that Roy met or exceeded his sales quota each year he was with us.

Roy is a very talented sales representative and I have no hesitation in recommending him highly.

Sincerely,

[Signature]

[Your name, title]