Sandra Carter  
Head of Systems Dept.,   
HJH Corp.  
Chicago  
  
(Date)  
  
To whom it may concern,  
  
It gives me immense pleasure to me to write this letter of recommendation for Samuel Matthews. Samuel used to work as a software developer in my organization for the past three years, and I can very confidently say that his computer skills are unmatched. Apart from being a computer whiz himself, he is very warm and helpful to others.  
  
Samuel was an asset to the organization, as he was always punctual with his timing and project completion. Samuel is a very ambitious person and is also very career oriented. I am happy with Samuel's career growth and can confidently say that he will prove his worth for the position which he has applied for.   
  
If you have any other queries concerning Samuel, get in touch with me either on my mobile (0977-222-456) or my email address (sandra.carter@xyz.com).  
  
Yours sincerely,  
  
(Signature)  
Sandra Carter.