To,

Mark Schrodinger

ABC Limited

2210/ 34 Peninsula House

Grand Terrace Heights

Manhattan New York

18th Mar 2013

Sub: Reference for Financial Analyst

Respected Sir,

I take this opportunity with this letter to recommend Mr. H. G. Wells for the position of Finance Analyst in your prestigious organization. I have been his business associate for past ten year and therefore I can claim to know his work ethics and his attitude towards his business better than anyone. His hard working capability and consistent performance has been a valuable asset while our company was undergoing major management reforms. During this difficult phase his sheer conviction and diligent working methods have proved unparalleled.

During his tenure in my company he was promoted from finance administrator to finance analyst, in just ten years. This is a very fast growth for any employee in this company. I personally have worked with him and his team and that allows me to claim that he is a true leader as well as an excellent team player. I was surprised at his meticulous financial strategy planning techniques and his ability to analyse financial information.

It would be my pleasure to advocate and support his application for the above mention post in your company. I sincerely request you to take notice of the same.

Yours Sincerely

Peter Galloway

XYZ Limited.