

D/M/Y

RE: Letter of Recommendation

To Whom It May Concern

It is with great pleasure that I am writing the letter of recommendation for Ms. xxxxxx to attend your university. I am the xxx of xxx at xxx and Ms.xxx is a valuable person and works as a financial counselor in our company at moment. I would highly recommend her for application to the Master's Degree Program in xxx at your university.

I have known Ms. xxx for xxx years. She has high responsibility and distinctive abilities. She is a fast learner because she could be responsible for handling portfolio of key accounts within 3 months while other persons had to take 6-7 months for this difficult assignment. At present, she handles 120 customers' accounts with the loans of 400 million baht. She also helps to support capitals for extending customers' business.

With her strong competency, she can analyze customers' capabilities, financial status and other necessities to reduce risk of non-performing loans. She has to carefully consider warranty, appropriateness, period of time for providing credits to customer and she greatly enable applying her knowledge to adapt for credit analysis. Although she is the youngest in her department, she has good relationship and intellectual to express her leadership of working team courageously so she can build her reliability to persons in the organization.

I am confident that Ms. xxxx has full capability to be considered for your admission, and I am sure that she would benefit from your university. Given her great intelligence and sensitivity, I give Ms. xxxx my highest recommendation, and I hope that you will consider her application strongly. I am happy to furnish more details if you would like additional information.

Sincerely yours,

(xxxx xxxxx)

-Position-

-Company-