Roberta Miles  
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Anytown, CA 12345  
555-555-5555  
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May 1, 2021

David Wills  
Marketing Director  
AMDY Marketing  
123 Business Road  
Business City, NY 54321

**Subject: Endorsement Letter for Promotion**

Dear Mr. Steve,

I am writing this letter to endorse Miss Julia Chang for the position of Marketing Manager at AMDY Marketing. Roberta has already been working in the Marketing department for almost four years. This young lady is quite promising and is completely devoted and dedicated to her work. She has all the qualities of a visionary leader, and her organizational skills are exceptional.

Julia’s ability to plan a strategy, and make sure that it’s implemented accurately and quickly have contributed immensely to the recent successes in our department. In fact, she was the team leader on two of our most recent, successful projects.

She believes in combined effort and team work and often helps out colleagues on other projects. With her being quite creative and innovative, I believe the department would continue to grow with Julia as Marketing Manager. Her knowledge of the industry and her experience with the company makes her an excellent candidate for promotion.

For further queries, you can contact me.

Sincerely,

Roberta Miles

Signature of the Sender