Your Name Your Company Your Company Address

Date

To Whom it May Concern

Dear Sir or Madam

Paragraph 1

This outlines the reference's connection to the person they are writing about. It describes the length of time they have known the person and why they are qualified to comment on their abilities and performance.

As Sales Manager for XYZ Company, John Candidate has reported to me for the last three years in the position of Sales Agent

Paragraph 2

Outline the individual's position and responsibilities.

John was responsible for marketing and selling both new and existing company products to the local market. This included completing insurance applications, interpreting policies and explaining coverage and financing services to customers. John also provided quotes and organized payments.

Closing

The final paragraph should include an offer to provide further information and give your contact details.

If you have any further questions with regard to John's suitability please do not hesitate to contact me on (phone number or email address).

Sincerely.

Jack Jones Sales Manager

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R Barnett

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