

## Modelo de ejemplo de carta de recomendación en inglés

(Membrete o Nombre de la empresa)  
(Dirección de la empresa, teléfono y correo electrónico)  
(Potosí, México, November 21, 2015)

To Whom It May Concern:

I'm writing to recommend (nombre de la persona recomendada), with identification number (12345679). I've worked with he the past six years at (nombre de la empresa); for four of those years, he was my direct report.

In the time I've known him, (nombre de la persona) has consistently been a excellent employee, capable of taking control of big projects and executing perfectly. He always available to lend a hand to coworkers when necessary.

Please let me know if there is any additional information I can provide. I'd be happy to answer any questions you might have about his specific skills and experience.

(Director comercial nacional: Roberto López)  
(Núm. de teléfono / Celular)  
(Correo electrónico)

Sincerely,  
( Tu firma )

[cartasderecomendacion.com.mx](http://cartasderecomendacion.com.mx)



**CARTAS DE RECOMENDACIÓN**

**EJEMPLOS Y PLANTILLAS GRATIS**