(DATE)

Ms. Franka Costelloe

President

Trinidad and Tobago Manufacturers’ Association

Level 2

TTMA Building

#42 Tenth Avenue

Barataria

Dear Ms. Costelloe,

**Re: Recommendation for XXX to become a member of TTMA**

I am pleased to recommend XXX to join the membership of the Trinidad and Tobago Manufacturers’ Association (TTMA)’. I believe that their services can bring great value to your members which place them in good-standing to join your Association.

Should you require further information, please do not hesitate to contact the undersigned.

Yours respectfully,