**THANK YOU LETTER FOR A RECOMMENDATION**

Your Name

Your Address

Your E-mail

Date

Dear Ms. Cooper,

Thank you very much for your kindness in writing a letter of recommendation to support my application for Waterhouse Associates. You have spent your effort and time assisting me, and I greatly appreciate it. I have wanted to work at Waterhouse Associates since my final year in college when I learned about its exciting publishing practices.

I am currently preparing for my first interview, which is early next week. Thank you again for your strong recommendation and I will keep you updated regarding my interview progress.

Sincerely,

Miranda Campbell