Jane Doe, Parent  
11 South 22nd St.  
Cincinnati, OH 45208  
jdoe@email.com  
(555) 123-4567

December 31, 2020

To Whom It May Concern,

My name is Jane Doe and I am writing to refer Susie Smith as a babysitter for your family. I have known Susie for five years and she has babysat for all three of our children during that timeframe. Susie has proven that she’s a very honest and reliable person. We trust her implicitly with our children and she has never given us a reason not to.

Our children love Susie and would get very excited about her next visit. At this point, our oldest is a sophomore in high school and our youngest is 12, so we no longer need her services. We wholeheartedly recommend her to work with your children. We think you’ll be very excited by her ability to connect with children on their level and her desire to actively participate in their homework and playtimes with them. She’s definitely not one of those babysitters who watches TV and ignores the kids.

If you have any questions about Susie and would like to speak with me about her, I’d be happy to talk with you.

Sincerely,

Jane Doe