**THANK YOU FOR A LETTER OF RECOMMENDATION**

Your Name

Your Address

Your E-mail

Date

**Subject:** Letter of Recommendation—Colin Bean

Dear Mr. Sousa,

Thank you for the recommendation letter you gave me for my job application to Litchfield’s Green Gardens. It is sure to help me during the recruitment process.

I have wanted to work at Green Gardens for a long time, and I believe that your letter of recommendation gives me an advantage in this competitive field. Thank you again for taking the time from your busy schedule to write me a strong endorsement.

Best regards,

Colin Bean