Mary Smith   
123 Main Street  
Anytown, CA 12345  
555-555-5555  
mary.smith@email.com

September 1, 2018

Andre Lewis   
City Manager   
Town of Smithtown   
123 Business Rd.   
Business City, NY 54321

Dear Ms. Lewis:

I am writing to recommend Ariel Jones for a position with the Town of Smithtown. I have known Ariel since she was a child, and she is a highly qualified candidate for a position in town government. She has lived in Smithtown for most of her life, and she is deeply involved in her local community, her church, and her children's schools.

Ariel has shown her commitment to the town as a Member of the Board of Appeals and as an active participant in many community endeavors, including the annual fund drive for the Downtown Shelter for the Homeless, Meals on Wheels, and our public library’s bi-annual book sale.

Ariel would be a tremendous asset to the town and I recommend her to you without reservation. If you have any questions, please do not hesitate to contact me.

Sincerely,

Mary Smith