**THANK YOU LETTER FOR A RECOMMENDATION**

Your Name

Your Address

Your E-mail

Date

**Subject Line:** Reference Greg Doubleday

Dear Dr. Zane,

I really appreciate the reference you gave to the Happy Town Group Home. Jody Smith called me and let me know that I got the job.

Your support means a lot, and I'm sure your confidence in me helped her make the hiring decision so quickly.

Best regards,

Greg Doubleday