Michael Smith  
123 Main Street, Anytown, CA 12345 · 555-555-5555 · michael.smith@email.com

September 1, 2018

Jessica Jones  
Sales Manager  
Acme Sales  
123 Business Rd.  
Business City, NY 54321

Dear Mr. Jones:

I'm writing this reference in support of Jason Craden. Jason was my college roommate, and we have been friends for the past ten years. If you are looking for a smart, talented, and diligent candidate, Jason is the perfect match.

As a student, Jason was always engaged in classes — he studied not just to get good grades, but also out of a desire to truly understand the material. It was no surprise when he displayed similar characteristics once he joined the world of work. As a friend, Jason is supportive and caring. When my father passed away shortly after our graduation, Jason was one of the first people I told. Not only did he fly out to be with me during this difficult time, but he also absorbed the burden of communicating the news to our other college friends. Jason has a knack for building and maintaining strong, enduring friendships.

These relationship-building skills would enable him to excel as a salesman for Acme Sales.

Jason would be an asset to any company, and I wholeheartedly recommend him. Please do not hesitate to be in touch if you have any further questions.

Sincerely,

Michael Smith