**THANK YOU LETTER FOR A RECOMMENDATION**

Your Name

Your Address

Your E-mail

Date

Dear Mr. Cooper,

I am writing to you today to express my deepest gratitude for your letter of recommendation. Your comments have enthused the management team at John Smith Construction and, as a result, I have been employed as head of their operations division. I sincerely believe that your reference gave me an edge over the other applicants and paved the way for my successful interview. If there is anything I can do to repay the kind words, please don’t hesitate to ask.

Sincerely,

Baxter Gordon