[Senders Name]  
[Address line 1]  
[Address line 2]  
[State, ZIP Code]

[Letter Date]

[Recipients Name]  
[Address line 1]  
[Address line 2]  
[State, ZIP Code]  
  
[Subject: Normally bold, summarizes the intention of the letter] -Optional-  
  
  
Dear [Recipients Name],

I hope this letter finds you well. I am Anne Anders, Administrative Assistant at Fluency Inc. I am writing regarding Ms. Jean Jenkins' application for the training program your company is offering. I have known her for the past five years as both a colleague and close personal acquaintance and may be able to provide useful information.   
  
Ms. Jenkins' has been working for our company for five years now. She has an excellent track record and is well-known for her sense of initiative and persistence. A good example of these is the fact that most of our new campaigns came from her ideas. I am sure that she will grow even more and do a great job in your training program.   
  
Thank you for your time. If you would like to ask more questions, I will be happy to accommodate you. Simply give me a call at 555-5555. I wish you all the best.

Sincerely,

[Senders Name]  
[Senders Title] - Optional

[Enclosures: number] -Optional-   
  
  
cc: [Name of copy recipient] -Optional-