Company Name or Letterhead
Address
City, State, Zip

Date

Addressee
Address
City, State, Zip

Dear Ms. Schwartz:

We are currently considering Killian St. John for a position with our company. Ms. St. John has supplied us with the following work history:

• She was employed with your company from 12/12/– to 11/09/–.
• She was promoted twice with appropriate raises, and the last position was supervisory.
• She used Excel, AutoCad and PageMaker on a regular basis.

We would appreciate it if you could give us confirmation of this information, as well as an evaluation of Ms. St. John’s attendance and punctuality, her strengths as a supervisor, and any other observations of her work performance you feel we should consider.

Thank you for your time in this matter.

Sincerely,