**Alexandra Janning**

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**September 1, 2018**

**Jane Doe**

**Chair, Department of Education**

**Salitus College**

**123 Business Rd.**

**Business City, NY 54321**

Dear Dr. Doe,

Thank you very much for the reference to Anycity Graduate School. I learned so much from you during my undergraduate career at Salitus, and I believe your faith in me gave me the confidence to achieve more than I thought possible.

I just learned that I have been accepted into the program! I really appreciate your support and the time you took to write personally to your colleagues at Anycity Graduate School on my behalf.

Sincerely yours,

Alexandra Janning