**PERSONAL REFERENCE LETTER SAMPLE (TEXT VERSION)**

Elizabeth Smith
1 Oak Street
Anytown, CA 99999
555-555-5555

March 10, 20XX

Jane Jones
Human Resources
Acme Corp
10 Main Street
Anytown, CA 99999

Dear Ms. Jones,

It’s my pleasure to offer my unreserved recommendation for Megan Brown for the position of intern at Acme Corp.

I’ve known Megan for over 20 years, having lived next door to her since she was a child. She’s always demonstrated responsibility and an entrepreneurial spirit. When she was a teenager, she started a snow shoveling business in our neighborhood and wound up managing a team of five other kids from the street. I’m fairly certain they pulled in enough money to buy their own plough. If any of them had been old enough to operate it.

Since then, I’ve watched with interest as she’s pursued her education and interest in business. Of course, you know from her transcripts and professional recommendations that she’s been unusually successful throughout her early career, but what you might not know is the joy she gets from solving problems and making business ideas work. It’s truly inspiring to see her tackle something and make it a success.

Megan would be an asset to any organization, but I know that she has a particular passion for your company. I’d be happy to answer any questions or discuss my recommendation further. Please feel free to call me at 555-555-5555.

Sincerely,

Elizabeth Smith (signature for hard copy)
Elizabeth Smith