Denise Spaat

76 Main Street, Business City, NY 54321 · 555-555-5555 · spaatd@email.com

 March 30, 20XX

Catherine Zaboda

DRES, Inc.

532 East 95th Street

Business City, NY 5321

Dear Catherine,

April Rango has been an employee here at TREX, Inc. for the past five years. She has been a pleasure to work with, bringing her attention to detail to every project. Her communication and people skills are excellent, and she has some very innovative ideas.

I can highly recommend her for the opportunity that you have available. It is a very similar position to the one she currently holds here, and she is well suited to the challenges it provides. April is a talented young woman, and everyone here wishes her all the best with her move to Every City.

If you need any additional information, please contact me.

Best regards,

*Signature* (hard copy letter)

Denise Spaat