**REFERENCE LETTER EXAMPLE (TEXT VERSION)**

Denise Spaat  
TREX, Inc.  
76 Main Street  
Any City, State Zip Code

March 30, 20XX

Catherine Zaboda  
Every City, State Zip Code

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