Xena Smythe
123 Main Street
Anytown, CA 12345
555-555-5555
xena.smythe@email.com

September 1, 2018

Alexandra Clement
Designs by Alex
123 Business Rd.
Business City, 54321

Dear Ms. Clement,

I am writing to you regarding Suzanne Element. I have known Suzanne personally for over ten years, and have always known her to be an organized and responsible individual. I believe that her skills and experience make her an excellent candidate for office manager in your organization.

When I met Suzanne, she had just left an administrative position in a busy Fashion House, where she was responsible for bookkeeping, answering phones, and making appointments. She took such pride in her work there and even developed strategies for making her bookkeeping more organized and efficient.

During the time I have known her, Suzanne has been active in our community, serving on the Library Board and the Historical Society. She has taken many responsible roles in both of these organizations; her contributions include acting as Secretary of the Library Board and heading the Historical Society's Annual Fund Drive. She achieved multiple successes in both of these positions. For example, as head of the Historical Society’s Fund Drive, she helped raise 28% more funds than the previous year. Much of this had to do with her success in getting and organizing dozens of volunteers. Her passion, combined with her organization, makes her an asset to any organization.

If you have any further questions, please feel free to contact me by phone or email.

Regards,

Xena Smythe