Dear Mr. Sullivan,

I understand that Mary Smith has applied for a job as a receptionist at your B&B for the upcoming summer season. Mary has worked as a waitress in my restaurant for the past two summers. She is a hard worker, always on time, and cheerful. I have been impressed with her ability to manage during hectic times, always remaining in control and keeping the customers happy. She gets along well with her co-workers as well as with the management team.

Mary is a bright young woman, and I am sure that she will excel at whatever job she undertakes. I can enthusiastically recommend her for the position that you have open.

Please let me know if you have any additional questions. I can be reached at 555-111-1234 or anthony.white@mail.com

Regards,

Anthony White