**Professional Reference Letter Sample**

Denise Spaat  
TREX, Inc.  
76 Main Street  
Any City, State Zip Code  
123-456-7890  
spaatd@email.com

March 30, 2021

Catherine Zaboda  
DRES, Inc.  
532 East 95th Street  
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