Joe Smith

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July 11, 2022

Mr. Michael Regner

Manager

Acme Company

456 Main St.

Philadelphia, PA 12345

Dear Mr. Regner,

It is my pleasure to recommend John Applicant. I have known him for two years in my capacity as Assistant Manager at Main St. Company. John worked for me on various projects as a consultant, and based on his work, I would rank him as one of the best consultants we have ever had. John distinguished himself by consistently submitting exceptionally well-researched and well-written reports for our clients.

John is highly intelligent and has superb analytical and communication skills. If his performance in our company is a good indication of how he would perform in yours, he would be an extremely positive asset to your program.

If I can be of any further assistance, or provide you with any additional information, please do not hesitate to contact me at the email address listed above.

Yours Sincerely,

*Signature* (hard copy letter)

Joe Smith