Jason Jones

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April 5, 2021

Cedric Lee
Account Manager
Acme Rental
123 Business Rd.
Business City, NY 54321

Dear Mr. Smith,

I hope you are well. I just wanted to say thank you so much for writing me a letter of reference for the job at XYZ Company.

I really appreciate you taking the time to write the letter. I am happy to announce that I have a second interview with the company next week! I will let you know how it goes.

Again, thank you so much. I greatly appreciate your assistance with my job search.

Best regards,

*Jason Jones* (signature for a hard copy letter)

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