Jason Jones

123 Main Street, Anytown, CA 12345 · 555-555-5555 · jason.jones@email.com

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)

Jason Jones