Joe Smith

Main St. Company

123 Main St.

Philadelphia, PA 19103

Joe.Smith@reference.edu

January 4, 200X

Mr. Joe Boss

Manager

Acme Company

456 Main St.

Philadelphia, PA 12345

Dear Mr. Boss,

It is my pleasure to recommend Mike Applicant, his performance working as a consultant for Main St. Company proved that he will be a valuable addition to any company.

I have known Mike for two years in my capacity as Assistant Manager at Main St. Company. Mike 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.

If I can be of any further assistance, or provide you with any further information, please do not hesitate to contact me.

Yours Sincerely,

Joe Smith

Assistant Manager