To Whom it May Concern:

I have known Janeth Doe in a variety of capacities for many years. She has been my daughter's riding instructor for the past several years. In addition, she is my secretary in a small business where she is responsible for writing and editing articles and website content.

Jane is organized, efficient, extremely competent, and has an excellent rapport with people of all ages. Her communication skills, both written and verbal, are excellent.

In summary, I highly recommend Jane for any position or endeavor that she may seek to pursue. She will be a valuable asset for any organization.

If you have any questions, please do not hesitate to contact me.

Sincerely,