

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Employment reference Letter - Favorable

Dear :

I am writing this letter of recommendation for {Name}. I am happy to write a recommendation for {Name} and exemplify the wonderful qualities beheld by {Name}. I have had the pleasure of knowing {Name} for 4 years. In the four years that I have known her, I have grown to admire and respect her. She is an extremely responsible person. She is punctual and values the use of her time and the time of others. Though she stands firm in her beliefs, she is always open to another's opinion. I have found her to be a remarkable and admirable person.

If you have any questions concerning {Name}, I would be more than happy to discuss them with you. You are more than welcome to contact me regarding her.

Sincerely,

N A M E