

{ Your Name }
{ 1234 Street Address }
{ City, State, Zip }
{ E-mail Address }

{ Today's Date }
{ Street Address }
{ City, State, Zip }

To Whom it May Concern:

I have had the pleasure of employing Katherine Kingston for eight years. During the years of our acquaintance, I have worked with Katherine in many capacities. She has been my mother's helper since the birth of my first child five years ago. Her responsibilities in this role have increased significantly since then with the subsequent addition of our second child. Katherine babysits and entertains both children (now a pre-schooler and a toddler) for three afternoons each week. She is also accommodating and flexible about taking care of the children at a moment's notice in the evenings and on the weekends.

Katherine has also been involved with a variety of tasks at my retail business, a specialty shop that fits women for mastectomy, compression, maternity, and nursing products.

Her experiences, in addition to customer interface, have included working on inventories, writing our newsletter, and updating our mailing list and website.

Katherine is an intelligent, responsible, and personable young woman. She is always quick on her feet, with sensible reactions in all the circumstances I've seen her in. I feel confident in saying that she is capable of handling any situation with thoughtfulness and maturity.

Please contact me at jjohnson@yahoo.com or at 555.234.1234 if you have any questions I can answer for you.

Sincerely,

{ Your Signature }

{ Your Name }
{ Your Title }