

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

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

Dear Mr. Sullivan,

I understand that Mary Smith has applied for a job as a receptionist at your B&B for the upcoming summer season. Mary has worked as a waitress in my restaurant for the past two summers. She is a hard worker, always on time, and cheerful. I have been impressed with her ability to manage during hectic times, always remaining in control and keeping the customers happy. She gets along well with her co-workers as well as with the management team.

Mary is a bright young woman, and I am sure that she will excel at whatever job she undertakes. I can enthusiastically recommend her for the position that you have open.

Please let me know if you have any additional questions. I can be reached at 555-111-1234 or [anthony.white@mail.com](mailto:anthony.white@mail.com)

Regards,

{ Your Signature }

{ Your Name }  
{ Your Title }