

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

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

Dear { Name of Recipient },

Daniel Williams worked as a server and manager at Central College's student café under my supervision for seven semesters, beginning in Spring 2015.

Over that time, I was consistently impressed with his customer service and people management skills as well as his dedication and good humor. I've often said that if I could clone Daniel, I'd never have to worry about staffing problems again. He's a truly gifted server, fast on his feet and able to remember complicated orders without using an order pad.

He's also an innovator. Thanks to his suggestions, we revamped the café menu last year to focus on the most popular dishes and dropped some expensive, time-consuming menu items. The result was a 10 percent increase in profits.

Our customers love him. More than one has suggested that Daniel become a "super senior," so that he can stay with us next year. Alas, he's graduating on schedule, with highest honors and a boatload of references to attest to his skill, hard work, and talent. I'm honored to be one of them.

I enthusiastically recommend Daniel for the position of server/manager in your café. If you have any specific questions about Daniel's experience and skills, I'm happy to help. Please call me at 555-555-5555.

Sincerely,

{ Your Signature }

{ Your Name }  
{ Your Title }