

March 1, 2018

Jane Jones  
Human Resources  
Acme Corp  
10 Main Street  
Anytown, CA 99999

Dear Ms. Jones,

It's my pleasure to offer my unreserved recommendation for Megan Brown for the position of intern at Acme Corp.

I've known Megan for over 20 years, having lived next door to her since she was a child. She's always demonstrated responsibility and entrepreneurial spirit. When she was a teenager, she started a snow shoveling business in our neighborhood and wound up managing a team of five other kids from the street. I'm fairly certain they pulled in enough money to buy their own plow... if any of them had been old enough to operate it.

Since then, I've watched with interest as she's pursued her education and interest in business. Of course, you know from her transcripts and professional recommendations that she's been unusually successful throughout her early career, but what you might not know is the joy she gets from solving problems and making business ideas work. It's truly inspiring to see her tackle something and make it a success.

Megan would be an asset to any organization, but I know that she has a particular passion for your company. I'd be happy to answer any questions or discuss my recommendation further. Please feel free to call me at 555-555-5555.

Sincerely,

Elizabeth Smith (signature for hard copy)

Elizabeth Smith