

John Smith

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Jane Kiel
Director, Human Resources
Anytown Riding Institute
123 Business Road
Anytown, CA 54321

Dear Ms. Kiel,

I have known Jane Doe in a variety of capacities for many years. She has been my daughter's riding instructor for the past several years. In addition, she is my partner in a small business where she is responsible for writing and editing articles and website content.

Jane is efficient, detail-oriented, and extremely competent. She often successfully finishes a task well before the deadline. She is very organized and never misses a deadline or forgets an assignment.

Jane also has an excellent rapport with people of all ages. She has taught riding to both young children and the elderly—and to every age in between. Her excellent communication skills (both written and verbal) allow her to connect with all kinds of people and inspire them to put forth their best effort.

In summary, I highly recommend Jane for any position or endeavor that she may seek to pursue. She will be a valuable asset for any organization.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Signature (hard copy letter)

John Smith