

# Reference Letter

From,  
Forrest Ray  
191-103 Integer Rd.  
Corona New Mexico 08219  
(404) 960-3807

Date: 05-02-2011

To,  
Kyla Olsen  
Ap #651-8679 Sodales Av.  
Tamuning PA 10855  
(654) 393-5734

Subject: ( \_\_\_\_\_ )

Dear Kyla Olsen,

I am glad to refer [Name of the referred person] for the role of [job designation] at your organization, [Name of the recipient's company]. [Name of the referred person] and I have worked for more than [number] years where [he/she] worked as [job position of the referred person] at our company, [name of your company].

Over the period of her working as [job position of the referred person], [Name of the referred person] has always shown exceptional skills and a strong drive towards attaining innovative marketing strategies. As your company is looking for a candidate who is imbued with interest and passion towards taking up new projects and seeing to their proper implementation. I am really confident that [Name of the referred person] will be able to excel in this field as [he/she] has actively organized [an event name that the referred person conducted] and implemented them in [any innovative purpose] that helped our organization achieve [specific growth rate in a field].

I strongly recommend [Name of the referred person] for the [job designation] at your company and [he/she] will be a promising addition to your organization. Please reach out to me at [your contact number] or [your email address] for any future clarifications required.

Sincerely,  
(Signature)  
Forrest Ray

