Jane Anderson

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July 26, 2021

Rita Johnson Editor-in-Chief XYZ Company 123 Business Rd. Business City, NY 54321

Subject: Recommendation for Ben Smith

Dear Ms. Johnson,

As Ben Smith's teammate at XYZ Agency for the past five years, I've benefited from his creative problem-solving, tireless work ethic, and willingness to do whatever it takes to create a product that will translate the customer's vision into reality.

Ben is directly responsible for increasing client retention by X percent, and I know for a fact that his reputation and commitment helped the company bring in several large new clients, of which Wakeup Soda is the most visible example. (You remember the billboards everyone was talking about this summer. That was his project.)

As a colleague, Ben is incredibly generous with his time and expertise, which includes everything from 10 years of management experience to an expert-level knowledge of InDesign, Illustrator, and Photoshop. Beyond that, his co-worker, I have to say that his humor and good nature make long nights and tough deadlines much easier on his team.

I'd be happy to answer any questions you might have about his specific skills and experience.

Thanks, and best regards,

Signature (hard copy letter)

Janie Anderson

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Dorothy June Sciarra

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