

**SAY CHEESE PIZZA**  
PO BOX 1020  
MT SHASTA, CA 96067

To Whom It May Concern:

JANE DOE has been a valued employee at Say Cheese pizza since March 2007. She has sole responsibility of the front end of the restaurant, runs the register, waits on customers and assists in food prep. Her positive attitude is contagious; therefore she is very well respected by her fellow crew members. You would find JANE friendly, punctual, and extremely reliable; she is a person you can always count on to call in when needed. It is my privilege to highly recommend JANE in position dealing with customer service, your business would only benefit from adding her to your crew.

Kevin Costner  
Say Cheese Pizza  
530 123-4567

FEB 26 2008

To Whom It May Concern:

I am writing a letter to recommend JANE DOE for a position of employment on your staff. I have had the pleasure of knowing JANE for almost twelve years. She was an active participant in our church's youth group, of which I was an adult volunteer/advisor, and she is a personal friend of my daughter.

JANE would be a tremendous asset to your staff. She is a dependable, dedicated and hard working young woman. Her people oriented personality and polite manners would represent your organization well with visitors/customers. I recommend her to you without reservation.

Sincerely,

Sally Starfish

1234 Ocean Way  
Jacksonville Beach, FL 32250

123-456-7890