**Reference Letter for a Friend**

Xena Smythe  
Address  
City  
State, Zip

Date

Alexandra Clement  
Designs by Alex  
Address  
City  
State, Zip

Dear Ms. Clement,

I am writing to you regarding Suzanne Element. I have known Suzanne personally for over ten years, and have always known her to be an organized, responsible, and easy going individual. I believe that her skills and experience make her an excellent candidate for office manager in your organization.

When I met Suzanne, she had just left an administrative position in a busy Fashion House, where she was responsible for book keeping, answering phones and making appointments.

During the time I have known her, Suzanne has been active in our community, serving on the Library Board, the Historical Society. Her contributions included acting as Secretary of the Library Board, and heading the Historical Society's Annual Fund Drive.

If you have any further questions, please feel free to contact me by phone or email.

Regards,

Xena Smythe  
Phone Number  
Email Email Address