

## Sample Reference Letter

January 4, 1994

Mr. Joe Taylor  
President  
XYZ Veterinary Products  
146 Street Name  
City, State Zip

Dear Mr. Taylor:

James Smith has been a trusted and responsible employee of XYZ Veterinary Products for over two and a half years.

During that time, James functioned as a Financial and Office Assistant handling various accounting, computer, sales and shipping functions. His computer aptitude allowed him to be a self-taught expert whenever new software programs and systems were introduced.

James is a goal-oriented, reliable asset for any company who chooses to add him to their staff.

We have all experienced a notable loss since James' departure. I encourage you to hire James if his skills complement the needs.

Please feel free to call me at (444) 111-2222 if you have further questions.

Sincerely

Patricia Wong  
Vice President of Finances  
XYZ Veterinary Products  
123 Street Name  
City, State Zip